

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

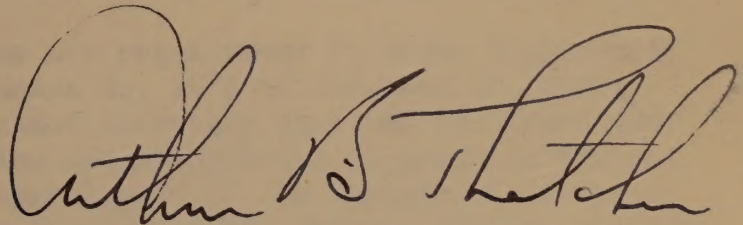
January 2, 1952

MEMORANDUM TO HEADS OF AGENCIES

Effective January 2, 1952, the following changes will take place in the Office of Plant and Operations.

Mr. John S. Lucas is transferred from his position as Chief, Records Administration Division, to the Office of the Director to serve as Department Security Officer.

Mr. William T. Luman, in addition to his duties as Assistant to the Director, will assume the position of Acting Chief, Records Administration Division.

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Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

THE following is a list of the plants
which are now being cultivated in
the United States, and which are
being introduced from other
countries, and which are being
introduced from other countries.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

January 5, 1952

To: Heads of Agencies

From: Arthur B. Thatcher, Director of Plant and Operations

Subject: Regulations of the General Services Administration
on Federal Records.

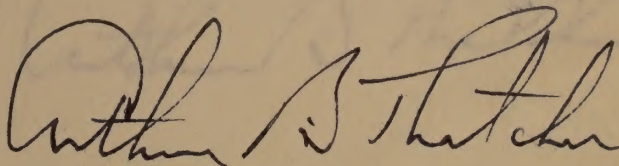
There are transmitted herewith for your information and guidance Chapters I and IV of Title 3, Federal Records, Regulations of the General Services Administration. These regulations are effective immediately.

In order to bring our departmental regulations into harmony with those of the General Services Administration, this Office is revising Chapter 8 of Title 4 so as to incorporate, by reference, the General Services Regulations in the Administrative Regulations.

With the transmittal of these new regulations it seems appropriate to review Secretary's Memorandum No. 1273 of November 21, 1950. In this Memorandum the Assistant Secretary stressed the importance to each agency of establishing and maintaining an adequate records management program as an integral part of its management function. He also asked each agency to include in its program all the aspects of records management from the creation of records to their eventual disposition.

The Staff of our Records Administration Division is endeavoring to cooperate to the fullest extent with the agencies for the purpose of more effectively discharging our respective responsibilities.

Enclosure



RECORDS 2

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

January 2, 1935

To: Heads of Agencies
From: Arthur B. Enloe, Director of Plant and Operations
Subject: Regulations of the General Services Administration
on Federal Records.

There are transmitted herewith for your information and guidance Chapters I and IV of Title 3, Federal Records, Regulations of the General Services Administration. These regulations are effective immediately.

In order to bring our departmental regulations into harmony with those of the General Services Administration, this office desires to incorporate, by reference, the regulations of the General Services Administration in the Administrative Regulations of the Department of Agriculture.

With the transmittal of these new regulations it seems appropriate to review Secretary's Memorandum No. 1273 of November 21, 1930. In this memorandum the Assistant Secretary stressed the importance to each agency of establishing and maintaining an adequate records management program as an integral part of its management function. He also asked each agency to include in its program all the records of records management from the creation of records to their eventual disposition.

The Staff of our Records Administration Division is endeavoring to cooperate to the fullest extent with the agencies for the purpose of more effectively discharging our respective responsibilities.



Enclosure

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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OFFICE OF PLANT AND OPERATIONS

January 7, 1952

To: ✓ Terry J. McAdams, Assistant Director
Samuel L. Gardiner, Assistant to the Director
William T. Luman, Assistant to the Director
Everett C. Norberg, Assistant to the Director
Marshall S. Wright, Assistant to the Director
Hugh W. Berger, Chief, Administrative Services Division
Mackey W. White, Chief, Real Estate Division
John S. Lucas, Security Officer
William E. Weir, Acting Chief, Service Operations
Division
William K. Knauff, Chief, Technical Services Division

From: Arthur B. Thatcher, Director of Plant and Operations

Subject: Plant and Operations Memoranda

Effective immediately the Secretary's Records Section will be responsible for (1) the assignment of numbers to memoranda originating in the Office of Plant and Operations and (2) for the duplication and distribution of both numbered and unnumbered Plant and Operations' memoranda.

Mrs. Margaret T. Schneider (Room 131-W, on extension 5131) will be responsible for the assignment of numbers.

Arthur B. Thatcher



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

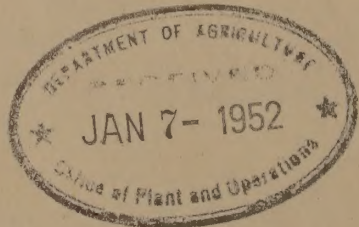
Office of Plant and Operations

January 7, 1952

To: Mr. T. J. Williams, Assistant Director
Samuel I. Davidson, Assistant to the Director
William I. Lamm, Assistant to the Director
Everett C. Warden, Assistant to the Director
Harshall S. Wright, Assistant to the Director
Hugh W. Berger, Chief, Administrative Services Division
Rockey W. White, Chief, Plant and Operations Division
John D. Jones, Secretary
William S. Blair, Acting Chief, Service Operations Division
William A. Knauff, Chief, Technical Services Division
From: Arthur S. Schneider, Director of Plant and Operations
Subject: Plant and Operations Memoranda

Effective immediately the Secretary's records section will be responsible for (1) the assignment of numbers to memoranda originating in the Office of Plant and Operations and (2) for the duplication and distribution of both numbered and unnumbered Plant and Operations' memoranda.
Mr. Margaret T. Schneider (Room 131-W, on extension 5131) will be responsible for the assignment of numbers.

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memo copies
Rec'd 1-9-52
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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Plant and Operations
Washington 25, D. C.

January 10, 1952

TO ALL EMPLOYEES OF THE OFFICE OF PLANT AND OPERATIONS

The following Committee has been appointed to serve as the Efficiency Awards Committee for the Office of Plant and Operations:

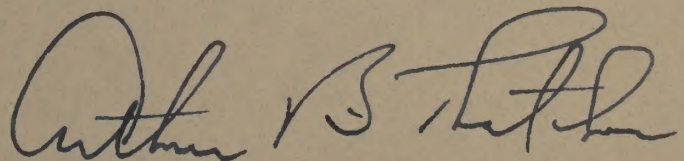
William T. Luman, Chairman
Elbridge C. Purdy
Randall Wade Everett, Jr.
Catherine E. Donnelly
Frederick L. Couzzens
John B. Steninger, Ex Officio

Under the general direction of the Director of the Office of Plant and Operations, the committee will perform the duties and have such responsibilities and authorities as are stipulated in Title 8 AR 2405. Specifically, it shall be the function of the committee to evaluate employee suggestions and determine the amount and nature of awards to be granted; to review recommended "outstanding" performance ratings to insure that every aspect of the employee's performance is in fact outstanding and warrants special consideration, to recommend the nature and extent of recognition to be granted therefor. In general, the committee will have responsibility for review and recommendation of all awards as specified and authorized in Title 8, Chapter 62 of the Administrative Regulations.

It is again urged that you become familiar with the purpose and procedure of each of the Awards programs. They are designed for the benefit of the employees and you should give thought and consideration to the nomination of persons for Honor Awards and Superior Accomplishment Pay Increases as well as to the submission of suggestions for the improvement of or economy in the operations of our agency or the Department as a whole.

All nominations for Honor Awards or Superior Accomplishment Pay Increases and all suggestions made under the Cash Awards Program shall be submitted in writing through appropriate administrative channels to the Chairman of the Committee. However, if an employee so desires, suggestions under the Cash Awards Program may be submitted directly to the Chairman of the Committee.

Any questions regarding the operation of these programs may be referred to any member of the Committee.



PERSONNEL 2

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Plant and Operations
Washington 25, D. C.

January 10, 1952

TO ALL EMPLOYEES OF THE OFFICE OF PLANT AND OPERATIONS

The following Committee has been appointed to serve as the Efficiency Awards Committee for the Office of Plant and Operations:

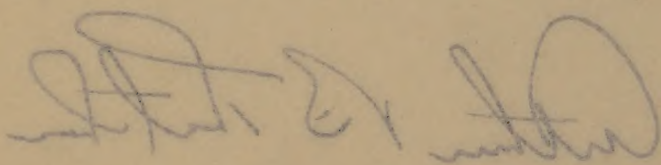
William T. Luman, Chairman
Edwidge C. Purdy
Randall Wade Everett, Jr.
Catherine E. Donnelly
Frederick L. Goussens
John B. Steninger, Ex Officio

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Any questions regarding the operation of these programs may be referred to any member of the Committee.



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Plant and Operations
Washington 25, D. C.

January 25, 1952

To: All Employees of the Office of Plant and
Operations
From: Arthur B. Thatcher, Director of Plant and Operations
Subject: Fund Drives

Room 103 W ~~4110~~
Ida M. Witcraft has been designated as contact officer for the Office of Plant and Operations to receive contributions for the following fund drives: (1), "March of Dimes", (2), "Heart Fund", and (3), "Arthritis and Rheumatism Foundation". There will be no direct solicitation of employees.

Contributions for the Arthritis and Rheumatism Foundation will be received through January 27, 1952; for the March of Dimes through February 13, 1952 and for the Heart Fund through February 27, 1952.

1/25/52 This memo was approved by Mr Thatcher today. His words, through Miss Lebold, were "Anything you write about this is OK."
John B. Stenger

(c) Inspection and repair. Trucks shall be kept in a safe

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D

OFFICE OF PLANT AND OPERATIONS

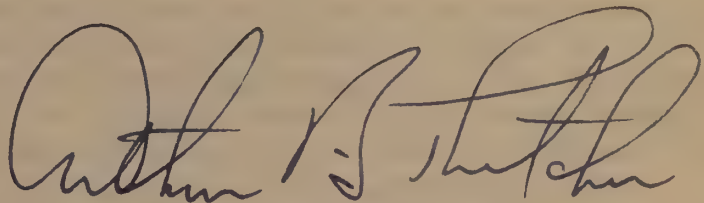
February 6, 1952

MEMORANDUM TO HEADS OF AGENCIES

This will announce the appointment of Mr. Linwood E. Donaldson as Chief of the Records Administration Division, Office of Plant and Operations, effective February 4, 1952.

Mr. Donaldson is not new to the Department of Agriculture, having been in its employ for the period 1917-49. Mr. Donaldson accepted a position with the General Services Administration in December 1949 as Chief of its Communications and Records Branch of the Office of Management. Subsequently, he joined the staff of the National Archives and Records Service. It is from this latter position that he transfers to the Department to assume direction of its records management program.

Mr. Donaldson is located in Room 117-W and his telephone extension number is 3535.



Director of Plant and Operations



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

February 12, 1952.

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Subject: Registration, Inspection, and Procurement of
Tags for Motor Vehicles Operated Primarily
in the Metropolitan Area of Washington, D. C.

General Services Administration Personal Property Management Regulation No. 24 prescribes certain policies and procedures governing the registration and inspection of Government-owned or operated motor vehicles.

Paragraph 4 a (1) of the Regulation requires that all Government motor vehicles operated primarily in the metropolitan area of Washington, D. C., be registered and inspected annually by the D. C. Department of Vehicles and Traffic.

Paragraph 4 b (1) (a) requires the procurement of official U. S. Government tags from the D. C. Department of Vehicles and Traffic for all motor vehicles operated primarily in the metropolitan area of Washington.

The metropolitan area of Washington is defined in the Regulation to include the District of Columbia, Alexandria City, Arlington and Fairfax counties, in Virginia, and Montgomery and Prince Georges Counties, in Maryland.

Since some agencies of this Department have vehicles which come within the purview of GSA Regulation 24 and which heretofore have operated in the category of "outside the District of Columbia," changes in the Department's Administrative Regulations may be required to meet the new definition of the metropolitan area. The proposed changes will extend the scope of the Office of Plant and Operations' responsibility for registering motor vehicles to include those vehicles which now come within the purview of the General Services Administration's definition of the metropolitan area.

The Office of Plant and Operations will continue to serve as liaison between the agencies of the Department and the D. C. Government in arranging for registration, inspection, titling, and procurement of tags. As a result of consultations with the D. C. Department of Vehicles and Traffic, the following procedure for complying with GSA Regulation 24 has been established:

REGULATIONS

1. The Office of Plant and Operations will supply the Agencies with copies, in blank, of the small green "Temporary Registration" form (to be prepared in duplicate) and of the "Application for a Certificate of Title for a Motor Vehicle or Trailer."
2. The Agency will execute these forms in accordance with the instructions contained thereon.
3. The Agency will present the vehicle, the executed forms mentioned in (1), above, and the original title or other original proof of ownership at the most conveniently located D. C. vehicle inspection station within 30 days from the date of receipt of the forms.
4. When the inspectors at the vehicle inspection station find the vehicle to be in satisfactory mechanical condition, they will return to the Agency representative all of the papers which were presented at the inspection station with the vehicle. The endorsement of the inspection station will be affixed on each document. In addition, the Agency representative will be furnished with an application card for registration of the vehicle.
5. The carbon copy of the green "temporary registration" form should be kept with the vehicle until a permanent registration card has been received.
6. The other papers mentioned above, i.e., the ribbon original of the temporary registration form, the application for a certificate of title, the original title or other original proof of ownership, and the application for registration should be forwarded to the Office of Plant and Operations.
7. These papers will be transmitted by the Office of Plant and Operations to the D. C. Government for completion and for issuance by the latter of the permanent registration card, the new title, and the tags.
8. When the items mentioned in (7), above, have been received in the Office of Plant and Operations, they will be forwarded to the Agency. The tags should then be affixed to the vehicle, the permanent registration card substituted for the temporary registration form, and the new title filed in the Agency's records.

Although GSA Regulation 24 seems to require the registering and inspection of all Government vehicles operated primarily in the metropolitan area of Washington, paragraph 9 thereof provides for certain exemptions. Agencies desiring exemption of any of their vehicles from the requirements of the Regulation should forward to the Office of Plant and Operations complete and comprehensive information as to:

- a. The number and types of vehicles to be exempted.
- b. Where the vehicles are headquartered.
- c. Where they are primarily operated.
- d. The reasons why it is impractical to comply with GSA Regulation 24.

Exemptions should not be requested for vehicles which are operated chiefly on the public highways or are frequently driven within the District of Columbia.

Questions regarding this memorandum may be addressed to Mr. William E. Weir, Acting Chief, Service Operations Division, Office of Plant and Operations, telephone extension 4601.

A handwritten signature in dark ink, appearing to read "Arthur B. Litcher". The signature is fluid and cursive, with the first name "Arthur" being the most prominent.

Director of Plant and Operations

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1. The first part of the report is a general introduction to the subject of the study. It includes a brief history of the subject and a statement of the purpose of the study.

- The second part of the report is a detailed description of the methods used in the study.
- The third part of the report is a presentation of the results of the study.
- The fourth part of the report is a discussion of the results and their implications.

2. The second part of the report is a detailed description of the methods used in the study. It includes a description of the subjects, the materials, and the procedures used.

3. The third part of the report is a presentation of the results of the study. It includes a description of the data and a discussion of the findings.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

MAR 12 1952

To: Heads of Agencies

From: Arthur B. Thatcher, Director of Plant and Operations

Subject: Records Disposal Authority - General Schedule No. 1
(June 1951 Revision)

This memorandum is issued for the purpose of releasing General Schedule No. 1 (June 1951 Revision), copy attached, for application by all agencies of the Department of Agriculture. This Schedule has been promulgated by the General Services Administration as Federal Records Regulation No. 1, dated November 2, 1951.

General Schedule No. 1 (June 1951 Revision) supersedes Part IV PERSONNEL RECORDS, O.P.O. Publication No. 1 (Revised) Supplement 2 which by reference is included in 4AR 359. This revised Schedule relates to civilian personnel records normally maintained by Federal agencies, including those which are required to be maintained by the Federal Personnel Manual and by applicable General Regulations of the Comptroller General.

Since the items listed on this Schedule pertain not only to personnel but fiscal matters as well, the Schedule was referred to the Office of Budget and Finance and the Office of Personnel for their concurrence in permitting the agencies of the Department to apply the authorities contained therein. Such concurrence has been received and it is now agreeable to apply these authorities on a Department-wide basis provided that certain recommendations made by the Office of Budget and Finance and the Office of Personnel are incorporated as amendments in General Schedule No. 1 prior to the application of its provisions. Such amendments are as follows:

<u>Item No.</u>	<u>Description of Records</u>	<u>Authorized Disposition</u>
2	Service Record Card: Standard Form 7 or its equivalent.	Retain indefinitely with- in the agency, if desired.
3	Individual earning and service cards (such as Standard Form 1127 or its equivalent.	Cards on active employees: Transfer to Federal Records Center 5 years after close of file.

RECORDS /

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
RESEARCH REPORT

CHICAGO, ILLINOIS

1955

The following is a summary of the results of the experiments conducted during the period from January 1, 1955, to December 31, 1955.

The first part of the report deals with the study of the reaction of the various components of the system under investigation. The results of these studies are presented in the form of tables and graphs. The second part of the report deals with the study of the reaction of the various components of the system under investigation. The results of these studies are presented in the form of tables and graphs.

The following is a summary of the results of the experiments conducted during the period from January 1, 1955, to December 31, 1955.

The first part of the report deals with the study of the reaction of the various components of the system under investigation. The results of these studies are presented in the form of tables and graphs. The second part of the report deals with the study of the reaction of the various components of the system under investigation. The results of these studies are presented in the form of tables and graphs.

The following is a summary of the results of the experiments conducted during the period from January 1, 1955, to December 31, 1955.

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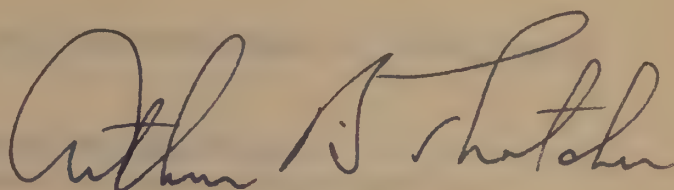
The following is a summary of the results of the experiments conducted during the period from January 1, 1955, to December 31, 1955.

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-2-Heads of Agencies

<u>Item No.</u>	<u>Description of Records</u>	<u>Authorized Disposition</u>
12	Position descriptions (Copies other than those provided for by Item 4).	Dispose of one year after position description is abolished or superseded.
22	Statistical reports in the operating personnel office and subordinate units relating to personnel.	Dispose of 2 years after date of report or retain longer if administrative needs so dictate.

Agencies should apprise themselves of the provisions outlined in the circular letter attached to General Schedule No. 1 with particular reference to the permissive character of its disposal and transfer provisions. It will be noted that the items enumerated may be retained for longer periods than specified if desirable, although compliance with the provisions will result in orderly retirement practices.



Attachment

Original 3

UNITED STATES DEPARTMENT OF AGRICULTURE
~~OFFICE OF THE SECRETARY~~
WASHINGTON

~~OFFICE OF PLANT AND OPERATIONS~~

March 20, 1952

TO: Heads of Agencies

FROM: Marshall S. Wright, OP&O, Chairman, Photographic Sales Committee

SUBJECT: New Price Schedules - Photographic Reproductions

In accordance with authority vested in the Photographic Sales Committee as outlined in Title 5, paragraph 665 of the Administrative Regulations, a study has been made of the prices established under date of September 1, 1948, for photographic reproductions for sale to the public. As a result of this study the Committee has established a new price schedule commensurate with prevailing costs of material and salary schedules.

The enclosed new price lists, effective April 1, 1952, cover two schedules, i.e.:

Form 1 - Aerial Reproductions
Form 2 - Other than Aerial Reproductions

These price schedules have been coordinated with similar schedules being promulgated by the Defense agencies as well as by the Department of the Interior and the Department of Commerce.

Additional copies of the Price Schedules may be obtained from room 107-W, telephone extension 4478.

/s/ Marshall S. Wright
Chairman,
Photographic Sales Committee



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON 25, D.C.

~~OFFICE OF PLANT AND OPERATIONS~~

To: Heads of Agencies

From: Marshall L. Wright, O P & O, chairman, Photographic
Sales Committee

SUBJECT:

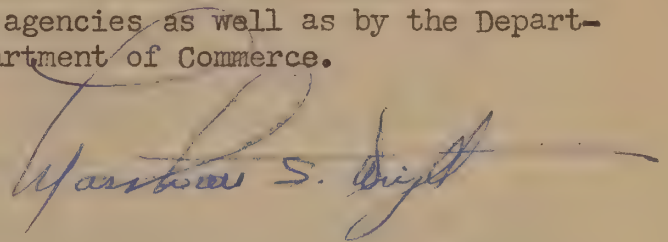
Title 5, paragraph 665 of

In accordance with authority vested in the Photographic Sales Committee as outlined in the Administrative Regulations, (~~Para-~~
~~graph 665, Chapter 5, Section 8, Reproductions, Title 5~~) a study has been made of the prices established under date of September 1, 1948, for photographic reproductions for sale to the public. As a result of this study the Committee has ~~had~~ ~~to~~ establish a new price schedule commensurate with prevailing costs of material and salary schedules.

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Chairman
Photographic Sales Committee

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

April 15, 1952

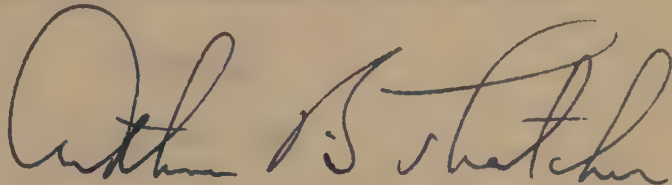
MEMORANDUM TO HEADS OF AGENCIES

In order that there may be reasonable uniformity in handling the renewal of leases in counties where consolidation has taken place outside of the 128 metropolitan areas under GSA control, the following procedure should be followed:

1. It will be the responsibility of the agency holding the lease to initiate renewal action.
2. The agency holding the lease shall handle the renewal through its regular channels, making certain from the State Heads, or in the case of non-Federal activities, the appropriate official of each agency involved that the space will be required.
3. The agency holding the lease will advise the appropriate Area Administrative Services Technician at the time renewal actions are initiated.

Where the County PMA Committee is the lessee, it will be the responsibility of the State PMA Chairman to see that procedures are followed which will protect the legal and administrative requirements of the Federal agencies.

In cities where space assignment is handled exclusively by GSA, the Area Administrative Services technician shall be responsible for working out renewals in a manner satisfactory to the Department and GSA.



Director of Plant and Operations



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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

May 23, 1952

MEMORANDUM TO HEADS OF AGENCIES

Progressive increases in operating costs over the past two years, due principally to Pay-Act salary adjustments, make necessary an increase in the rates charged by the Motor Transport Service for truck hire and drayage service. Conversely, and in line with changes in repair shop functions as outlined in my memorandum of August 28, 1951, the charge for shop service has been reduced.

Effective July 1, 1952, the following rates will apply:

TRUCK WITHOUT DRIVER

Light truck (under 1 ton): \$.60 per hour, plus 5¢ per mile
Heavy truck (1 ton or over): \$.80 per hour, plus 6¢ per mile

TRUCK WITH DRIVER

Light truck (under 1 ton): \$2.15 per hour, plus 5¢ per mile
Heavy truck (1 ton or over): \$2.35 per hour, plus 6¢ per mile

MISCELLANEOUS SHOP SERVICE

\$2.00 per hour

CAR WASH

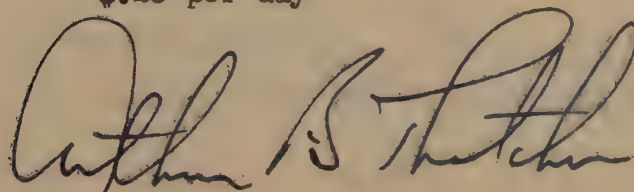
\$1.50 per vehicle

CAR WASH AND POLISH

\$2.00 per hour (not to exceed \$10.00 per car)

STORAGE

\$.20 per day



Director

MEMORANDUM TO THE BOARD OF DIRECTORS

Progressive increases in operating costs over the past two years, due to increases in the cost of labor and materials, have had a significant effect on the company's operating results. It is recommended that the Board of Directors consider the following measures to offset these increases:

1. Increase in price of product, from \$1.00 per unit to \$1.10 per unit.

2. Decrease in cost of material, from \$0.80 per unit to \$0.75 per unit.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

June 6, 1952

MEMORANDUM FOR HEADS OF DEPARTMENT AGENCIES

The Secretary has received a letter from the Washington Postmaster indicating that the Washington City Post Office is receiving daily, from various agencies in this Department, packages of film which are not properly labeled for mailing.

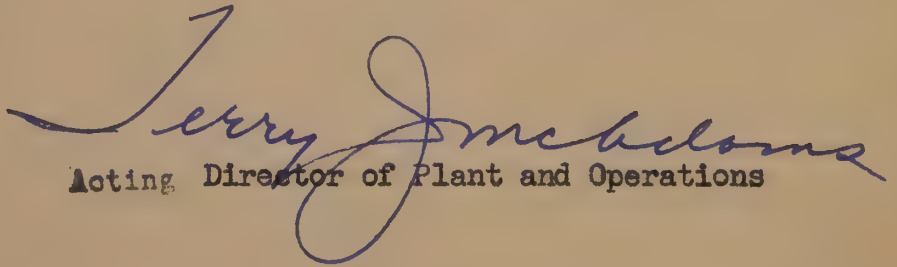
The Postal Regulations require that motion picture film be endorsed to show whether the film is inflammable or whether it is safety film. The label or endorsement required on safety film may be "Motion Picture Film - Not Dangerous", "Noninflammable or Safety Base", "Motion Picture Safety Film", "Cine-Kodak Safety Film", or "Business Microfilm - Not Dangerous". Inflammable film must be labeled with a yellow diamond-shaped sticker with certification that such shipments meet the requirements of the Post Office Department, in accordance with U. S. Postal Guide I, Chapter V, Article 12(f).

The labels as defined herein are described in more detail in the current Postal Guide, Part I. These labels are not available from any Government source therefore agencies will be required to procure the labels from commercial sources through the regular process of purchasing.

The Postmaster has indicated that non-compliance with regards to this part of the Postal Regulations will make it necessary to return such mailings for proper preparation.

Inasmuch as these postal requirements are also applicable to material mailed outside of Washington all field offices mailing such items should be informed accordingly.

If additional information is desired call Mr. William E. Weir of this Office, on Extension 4601.


Acting Director of Plant and Operations

COMMUNICATIONS 1-3

Secretary has received a letter from the American Red Cross
asking that the United States Government should contribute to the
cost of the relief work in Europe.

The American Red Cross is a non-profit organization which
is engaged in relief work in Europe. It is a voluntary
organization and its funds are derived from contributions
made by the public. The American Red Cross is a
non-profit organization and its funds are derived from
contributions made by the public. The American Red Cross
is a voluntary organization and its funds are derived from
contributions made by the public. The American Red Cross
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contributions made by the public.

The American Red Cross is a non-profit organization which
is engaged in relief work in Europe. It is a voluntary
organization and its funds are derived from contributions
made by the public. The American Red Cross is a
non-profit organization and its funds are derived from
contributions made by the public. The American Red Cross
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is engaged in relief work in Europe. It is a voluntary
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Office Memorandum • UNITED STATES GOVERNMENT

TO : Heads of Agencies

DATE: JUN 9 1952

FROM : Acting Director of Plant and Operations

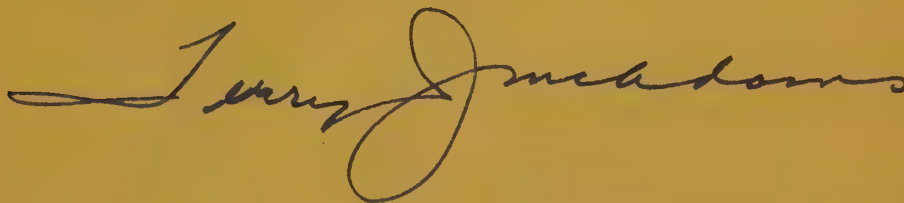
SUBJECT: Revised GSA Regulations, Title 3, Federal Records

Attached are new and revised subsections, new exhibits and related material together with Transmittal Letter No. 3-2, pertaining to Regulations of the General Services Administration, Title 3, Federal Records.

Appropriate action should be taken to cause holders of copies of Title 3, Federal Records, to effect the changes indicated in paragraph 6 of Transmittal Letter No. 3-2. These changes become a part of Departmental Administrative Regulations, Title 4, Chapter 8 by reference.

Particular attention is directed to new subsection 302.08 referring to and explaining the procedure for the use of newly developed Standard Form 127 in requesting official personnel folders from the Federal Records Center, GSA, St. Louis 3, Missouri. Headquarters offices may obtain this form by requisition from Central Supply Section where it will become a stock item after June 30, 1952. Field offices, however, may obtain a supply of this form by submission of purchase orders to the appropriate GSA regional office in accordance with paragraph 3 of Transmittal Letter No. 3-2.

Attachments



REGULATIONS

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

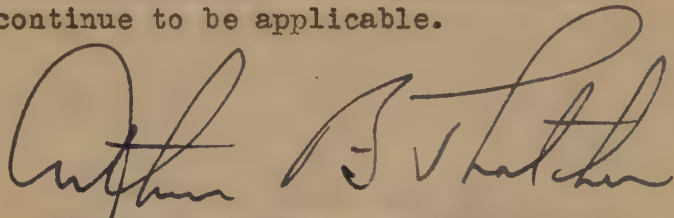
September 4, 1952

MEMORANDUM FOR HEADS OF DEPARTMENT AGENCIES

The Secretary has received the request of the Postmaster General soliciting the cooperation of the Department's agencies in furnishing motor vehicles to the postal service for the delivery of mail during the Christmas season, 1952, and has acknowledged his request indicating that full cooperation will be given. It will, therefore, be appreciated if the field offices of your agency which operate automotive equipment will lend their full cooperation in accordance with the Secretary's response.

It is my understanding that most of the agencies already have received copies of the Post Office Department circular letter of instructions, issued to the postmasters under date of August 27, 1952. Therefore, copies are not being transmitted with this memorandum. If, for any reason, any agency has failed to receive this circular letter of instructions, copies may be procured by contacting Mr. Hoyland, of this Office, on Extension 4601.

The conditions regarding inspection procedure to be followed on borrowed motor vehicles will continue to be applicable.


Director of Plant and Operations

VEHICLES

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

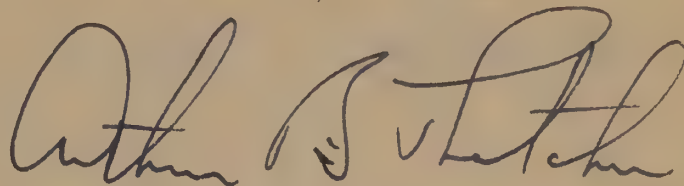
September 8, 1952

MEMORANDUM FOR HEADS OF DEPARTMENT AGENCIES

The Western Union Telegraph Company has announced a revised schedule of its interstate telegraph rates effective September 1, 1952. The new rates provide for increases of from 5 cents to 10 cents per minimum message charge (according to the mileage zone) in the cost of 15-word telegrams. The cost of additional words increases one-half cent in some, but not all, zones.

The cost of 50-word day letters increases from 5 cents to 15 cents, according to the zone. Night letter charges increase from 5 cents to 10 cents, according to the zone. The Western Union has also announced that corresponding adjustments will be made in rates for intra-State messages upon approval of the local regulatory authorities.

It should be noted that the increases relate only to the rates of the Western Union Telegraph Company. The Public Buildings Service rates (aside from Western Union re-file charges) remain as heretofore.



Director of Plant and Operations

VEHICLES

The Western Union Telegraph Company has announced a revised schedule of its rates effective January 1, 1918. The new rates provide for increases of from 5 cents to 15 cents per mile for messages to Europe (exclusive of the Atlantic zone) in the cost of long distance. The cost of addition words increases one-half.

The cost of 50-word day letters increases from 5 cents to 15 cents according to the zone. Night letter charges increase from 5 cents to 15 cents according to the zone. The Western Union has also announced that communication with the United States will be made for international communication.

It should be noted that the increase in rate only to the rates of the day letter. The Public Utility Service rates.

Director of the Public Utility Service

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

October 2, 1952

TO : Heads of Department Agencies
FROM : Acting Director of Plant and Operations
SUBJECT: Fire Prevention Week

It will be appreciated if you will carefully note the attached General Services Administration Circular No. 53, relative to the observance of Fire Prevention Week, October 5 to 11, 1952, and also paragraph 87 of Title 4, of the Administrative Regulations of the Department.

Special attention is called to the fire inspection and fire protection requirements contained in our Regulations and action should be taken immediately to comply with them and the suggestions contained in General Services Administration Circular No. 53, insofar as they apply to space occupied by your Agency.

W. P. Luman

Attachment

TO : Heads of Department Agencies

FROM : Acting Director of Plant and Operations

Enclosed for you will find the report of the General Services Administration, Division of Administration, dated 11/11/53, regarding the conservation of this Division's resources. The report is of the 11/11/53 date and is of the 11/11/53 date.

Enclosed for you will find the report of the General Services Administration, Division of Administration, dated 11/11/53, regarding the conservation of this Division's resources. The report is of the 11/11/53 date and is of the 11/11/53 date.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

October 22, 1952

MEMORANDUM FOR HEADS OF DEPARTMENT AGENCIES

There is quoted below, a letter dated October 15, 1952 from the Washington Postmaster to the Secretary of Agriculture requesting the cooperation of all Government departments in withholding from the mails during the period from December 1 to 26, 1952 all bulk mailings of pamphlets, books, forms and other printed matter:

"Each year in advance of the Christmas Holiday Season this office finds it necessary to request the cooperation of all government departments in withholding from the mails during the period from December 1st to 26th all bulk mailings of pamphlets, books, forms and other printed matter. Matter of this character seriously interferes with the expeditious handling of the holiday mails and on account of its weight often causes damage to Christmas parcels.

"The matter is being brought to your attention at this time with the request that it be presented to those in charge of furnishing supplies for regional offices and agencies in order that such supplies may be ordered sufficiently early to complete delivery before December 1st. It should be understood that this request in no way affects the handling of ordinary official correspondence."

The cooperation of all concerned in complying with the request of the Postmaster will be appreciated. In addition, it is requested that all regional and field offices be notified accordingly and withhold, insofar as possible, all bulk matter from the mails during the period December 1 to 26.

W. S. Luman

Acting Director of Plant and Operations

COOPERATION

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

NOV 10 1952

To: Heads of Agencies

From: Arthur B. Thatcher, Director of Plant and Operations

Subject: Records Disposal Authority - General Schedules Nos. 1
through 14

Attached hereto for general application and use are GSA General Records Schedules 1-14 which supersede all previously issued general archival schedules.

Your attention is particularly directed to the instructions for using the records schedules and the extent of their coverage. In many instances, they are not applicable to records created prior to January 1, 1921, due to the fact that records created prior to this date were not sufficiently standardized to be susceptible to evaluation on a Government-wide basis.

Consistent with previously issued general schedules, these are permissive and not mandatory. Agency records officers should consult with organizational units affected before applying these schedules.

Since many of the items listed on the attached schedules pertain to fiscal, accounting, payroll and personnel records, the schedules were referred to the Office of Budget and Finance and the Office of Personnel for their concurrence in permitting the agencies of the Department to apply the authorities. Such concurrence has been received and the schedules may be applied on a Department-wide basis except for the following limitations:

Schedule 1, Item No. 2

Agencies shall retain Service Record Card (Standard Form 7 or its equivalent) in order to maintain a permanent record of employees.

Schedule 2, Item No. 1-b

Agencies may retain pay cards (SF-1127 or equivalent) on active employees for a period of five years after close of file before transferring them to the Federal Records Center.

RECORDS /

-2-Heads of Agencies

Schedule 2, Item Nos. 3, 9, 15

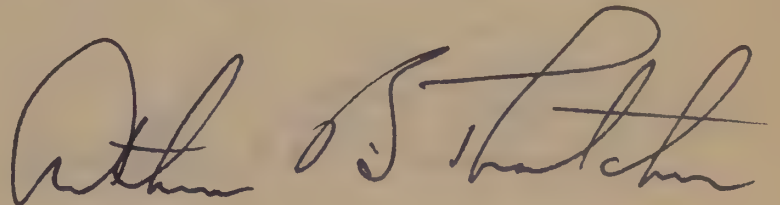
Agencies using a single multi-purpose form for recording time and attendance data, leave, and payroll changes, should apply the retention period prescribed for leave record cards, Schedule 2, Item No. 9.

Schedule 5, Item 4

Agencies should consider the fact that some of these working papers and rough data may have permanent value and great care should be exercised in determining which are of temporary value. Occasions have arisen repeatedly in the past when it has been necessary to adjust old appropriation records and tables for comparison with the current appropriation structure. In such cases, some of the key working papers connected with the estimates have been invaluable. Such key working papers and data should be considered as part of the budget estimates.

Schedule 7, Item Nos. 2, 3, 4

In view of the importance of the general and allotment ledgers, including supporting journal vouchers, as sources of fiscal, expenditure and budgetary data, the policy of the Department shall be to continue to retain these basic accounting records on a permanent basis. However, in the review, development, and approval by GAO of improved accounting systems for the agencies, consideration will be given on an individual agency basis to an appropriate disposal plan for these and similar types of records. Experience has shown that basic accounting records have often been invaluable in providing historical information requested by other Federal agencies, the Congress, and the public.

A handwritten signature in dark ink, appearing to read "Arthur B. Latham". The signature is fluid and cursive, with the first name "Arthur" being more legible than the last name "Latham".

Attachment

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2. The second part of the report
3. The third part of the report
4. The fourth part of the report

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10. The tenth part of the report

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12. The twelfth part of the report

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

December 1, 1952

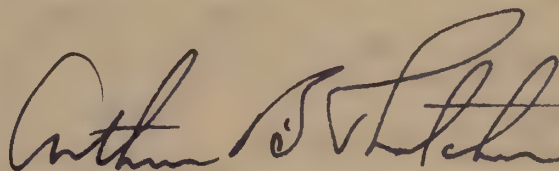
To: Heads of Divisions

From: Arthur B. Thatcher, Director of Plant and
Operations

Subject: Miscellaneous Funds

The purpose of this memorandum is to inform you that the surpluses of various collections for flowers, fruit baskets, etc., totaling \$50.16, have been consolidated into one fund.

This fund, and any sums which from time to time may be derived from similar sources and added to such fund, are hereby placed in charge of a Board of Trustees in which will be vested the authority for making payments from it. The Board of Trustees shall consist of W. T. Luman, Miss Elizabeth M. Buck and Mrs. Erma R. Young.



COMMITTEES

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

January 7, 1953

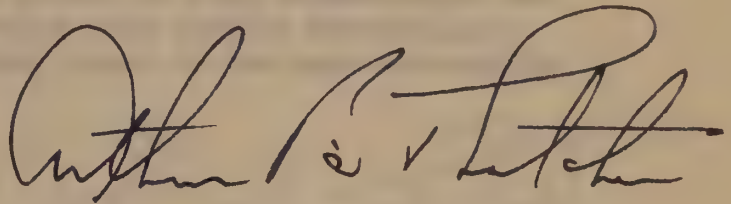
MEMORANDUM TO HEADS OF AGENCIES

This will announce the appointment of Mr. William T. Luman as Chief of the Records Administration Division, Office of Plant and Operations, effective December 29, 1952, vice Mr. Linwood E. Donaldson, deceased.

Mr. Luman has been employed in the Government service since April of 1919, serving in various capacities with the General Accounting Office, Treasury Department and Labor Department. Since November 1933, he has served in the Agricultural Adjustment Administration and Office of Budget and Finance, joining the Office of Plant and Operations in June of 1943.

Mr. Luman has more recently been serving as Assistant to the Director, Office of Plant and Operations, from which position he is now being transferred to Chief of the Records Administration Division.

Mr. Luman is located in Room 117-W and his telephone extension number is 3535.

A handwritten signature in dark ink, appearing to read "Arthur B. Litch". The signature is fluid and cursive, with a long horizontal stroke at the end.

Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

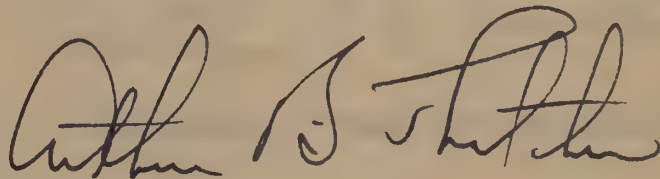
January 16 1938

To: Heads of All Agencies
From: Arthur B. Thatcher, Director of Plant and Operations
Subject: Photogrammetric Exhibit

There is on display in the patio of the Administration Building an exhibit covering the activities of the various agencies of the Department that utilize aerial photography in the solution of land-use problems.

This exhibit was prepared by the Exhibits Service Division of the Office of Information and was on display at the Shoreham Hotel last week during the annual meeting of the American Society of Photogrammetry.

It is believed that there are people in your organization who will be very interested in seeing this exhibit particularly the part that aerial photography plays in the many activities of the Department.

A handwritten signature in dark ink, appearing to read "Arthur B. Thatcher". The signature is fluid and cursive, with the first name "Arthur" being the most prominent.

CARTOGRAPHY /

...to the fact that the various activities of the various members of the organization are being carried out in a very efficient manner.

The various activities of the organization are being carried out in a very efficient manner. The various activities of the organization are being carried out in a very efficient manner.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

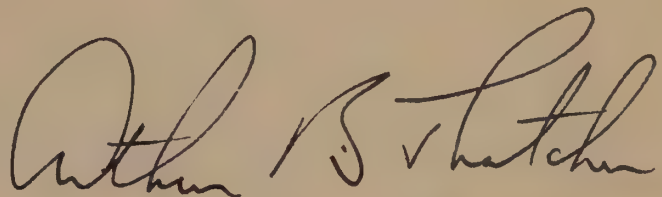
January 28, 1953

MEMORANDUM FOR EMPLOYEES OF THE OFFICE OF PLANT AND OPERATIONS

The term of Mr. Samuel L. Gardiner as the Office of Plant and Operations Director on the Board of Directors of the USDA Welfare and Recreation Association expires as of February 28, 1953.

For the purpose of determining a selection for the ensuing two year period, I am appointing a Committee composed of Mr. William T. Luman as Chairman, and Mrs. Margaret T. Schneider and Mr. Samuel Radow as members for the purpose of receiving nominations and conducting an election.

It is requested that all nominations be in the hands of the Committee not later than the close of business February 13, 1953. The Committee will conduct the election during the week of February 16 in order that we can notify the USDA Welfare and Recreation Association of our elected candidate by February 20, 1953.



Director of Plant and Operations

January 1, 1956

During a session for the evening two years
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Director of Public and Industrial

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

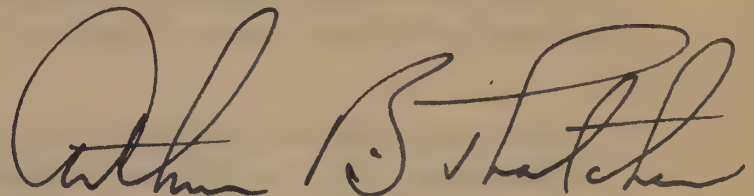
February 9, 1953

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

There is attached for your information and guidance Bureau of the Budget Circular No. A-33, Supplement No. 1, relating to the promotion of better mailing practices on the part of Government agencies. Also attached is the Post Office Department's "Suggestions for the Preparation of Official Mail Matter and Related Subjects" referred to in that circular.

It is recognized that the Administrative Regulations of the Department and procedural policies within its agencies already provide for certain items contained in the list of suggestions. However, it is suggested that each agency review its current procedures concerning the preparation and handling of mail. In the event that any agency procedure or practice does not conform with the principles outlined by the Post Office Department, appropriate action should be taken to insure compliance.

Attachments



Director of Plant and Operations

COMMUNICATIONS 1-3

1. The first part of the paper is devoted to a general discussion of the problem.

2. The second part is devoted to a detailed study of the case of a single particle.

3. The third part is devoted to a study of the case of a system of particles. It is shown that the results of the first two parts can be generalized to this case. The results of the first two parts can be generalized to this case. The results of the first two parts can be generalized to this case.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

April 9, 1953

MEMORANDUM TO HEADS OF AGENCIES

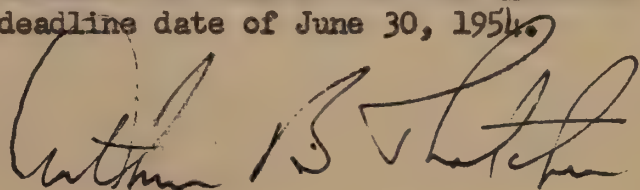
The purpose of this memorandum is to restate the Regulation dated December 1951, promulgated by the General Services Administration under the provisions of the Federal Records Act of 1950 (64 Stat. 583), which requires each Federal agency to compile a records control schedule for all major groups of records in its custody having importance in terms of content, bulk or space, and equipment occupied, this task to be completed by June 30, 1954.

As we approach the close of the fiscal year, it seemed appropriate to advise the agencies as to the progress which has been made Department-wide in accomplishing the purposes of this Regulation. Approximately 64% of the records in Washington and 78% in the field have been scheduled. No attempt will be made in this memorandum to present the percentage progress for each agency, but I am sure your records management chief can provide that information.

The basic purpose of the GSA Regulation is to require agencies, as a part of their continuing program for the economical and efficient management of records, to inventory its records in order that they may be classified for orderly disposition in the future.

The Department creates and utilizes a tremendous quantity of records of diverse types in the administration of its programs. The inventory of the records for the Department reported June 30, 1952 was 934,483 cubic feet, or the equivalent of the contents of 155,747 four-drawer letter size cabinets. In addition to the value of these records as working tools of the agencies, the Congress has recognized their importance by legislating the conditions under which records must be maintained and can eventually be disposed of. Considerable strides have been made in the Department in the development of adequate agency records management programs.

Each agency should review the extent to which its records management program has progressed, particularly with reference to the scheduling program which the Department has assured the General Services Administration will be completed by the deadline date of June 30, 1954.



Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

MAY 4 1953

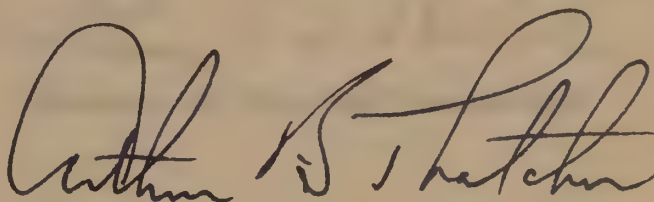
To: Heads of Agencies
From: Arthur B. Thatcher, Director of Plant and Operations
Subject: Revision of GSA Regulations, Title 3, Federal Records

There are attached (1) revised subsection 302.02d (changed to 302.02e) of Chapter IV, (2) revised Exhibit 3, Appendix A, (3) new subsections 302.02d and 302.02f of Chapter IV, and (4) new Exhibits 7 and 8, Appendix A, all relating to Title 3, Federal Records, Regulations of the General Services Administration. These regulations become effective on June 22, 1953.

The holders of copies of Title 3 should make the changes and insert the new material as indicated in paragraph 4 of Transmittal Letter No. 3-3, dated April 20, 1953. These changes, by reference, are made a part of the USDA Administrative Regulations.

You are particularly asked to note that Standard Form 134, Records Shelf List, and Standard Form 135, Transmittal of Government Records are replacing GSA Forms 396 and 397. These new forms will be stocked in the Central Supply Section where it will become a stock item after June 1, 1953. Agencies with field offices should advise such offices that these forms may be obtained on and after June 1 through the submission of purchase orders to the appropriate regional office of the General Services Administration.

Attachment

A handwritten signature in dark ink, appearing to read "Arthur B. Thatcher". The signature is fluid and cursive, with the first name "Arthur" being the most prominent.

REGULATIONS

3

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

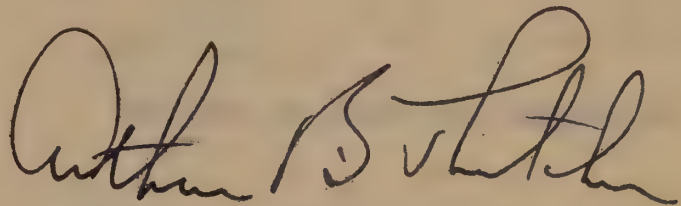
OFFICE OF PLANT AND OPERATIONS

May 20, 1953

MEMORANDUM FOR HEADS OF AGENCIES

Effective Friday, May 22, the following staff of the Office of Plant and Operations will be located for a period of two weeks in the offices noted opposite their respective names, with the temporary telephone extensions:

- (1) Mr. Arthur B. Thatcher will be located in Room 104, West Wing, Administration Building, on extension 6153.
- (2) Mr. Terry J. McAdams will be located in Room 133, West Wing, Administration Building, on extension 3501.
- (3) Mr. Samuel L. Gardiner will be located in Room 105, West Wing, Administration Building, on extension 2994. 3330.



Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

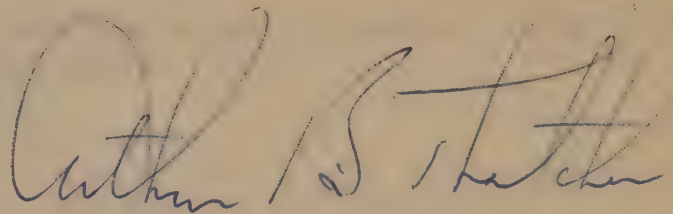
July 17, 1953.

MEMORANDUM TO HEADS OF AGENCIES

Subject: Making Files and Records Available

The attached General Services Administration Circular No. 68, dated July 9, 1953, regarding a management survey of Government microfilming operations which is to be made, is self explanatory. Keeping in mind the intent and spirit of the Statute (Sec. 505c, 64 Stat. 583), the agencies will make available to Records Engineering, Inc., such information as may be required in the conduct of the survey, except when such action is specifically prohibited by statute, executive order, or by the Administrative Regulations of the Department.

Any questions concerning the survey may be referred to Mr. W. T. Luman, Chief, Records Administration Division.



Director of Plant and Operations

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

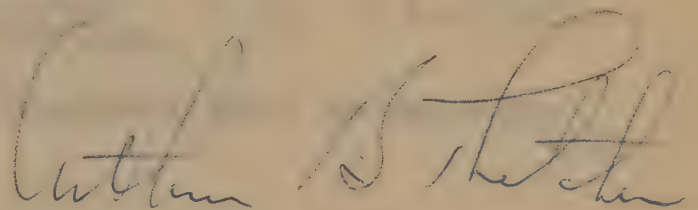
September 11, 1953.

MEMORANDUM FOR HEADS OF DEPARTMENT AGENCIES

This Department has received the request of the Post Office Department for the loan of agencies' motor vehicles during the Christmas season, 1953. It will be appreciated if the field offices of your agency which operate automotive equipment will lend their usual cooperation.

It is my understanding that most of the agencies already have received copies of the Post Office Department circular letter of instructions, issued to the postmasters under date of August 31, 1953. Therefore, copies are not being transmitted with this memorandum. If, for any reason, any agency has failed to receive this circular letter of instructions, copies may be procured by contacting Mr. William E. Weir of this Office, on Extension 4601.

The conditions regarding inspection procedure to be followed on loaned motor vehicles will continue to be applicable.



Director of Plant and Operations

VEHICLES

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
RESEARCH REPORT

REPORT OF RESEARCH BY
J. H. HARRIS AND
J. H. HARRIS

The following is a summary of the results of the research conducted by J. H. Harris and J. H. Harris. The research was conducted in the Department of Chemistry, University of Chicago, during the year 1954. The results of the research are presented in the following sections:

1. Introduction

2. Experimental Methods

3. Results and Discussion

4. Conclusions

5. References

Submitted by J. H. Harris

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

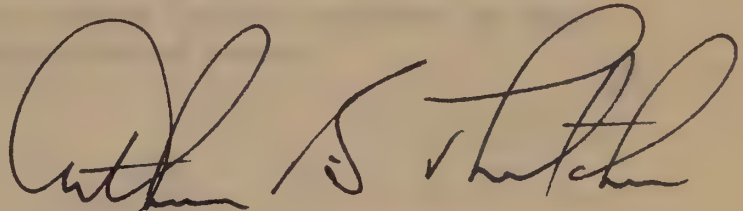
OFFICE OF PLANT AND OPERATIONS

September 11, 1954

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

It is requested that the standards for publication of Federal telephone directories established in GSA Circular No. 69 (copy attached) be brought to the attention of all field employees responsible for the preparation and issuance of telephone directories for your agency.

Preparation of the Department's Washington directory will continue to be the responsibility of the Office of Plant and Operations.



Director of Plant and Operations

Attachment

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

OFFICE OF THE SECRETARY

MEMORANDUM FOR THE SECRETARY

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Very truly yours,
[Illegible Signature]

[Illegible]

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

September 21, 1953.

MEMORANDUM FOR STATE HEADS
OF
USDA AGENCIES

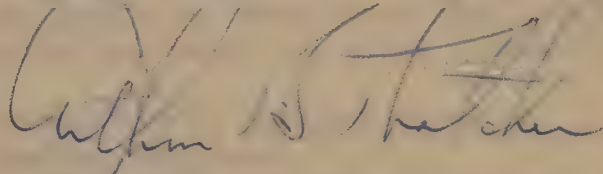
Virginia

Maryland

West Virginia

The Office of Plant and Operations was designated by memorandum of July 13, 1953, copy attached, from Richard D. Aplin, Director, Departmental Administration to Heads of Agencies, as Technical Aide for the States of Virginia, Maryland, and West Virginia in matters involving consolidated housing of Departmental activities.

In carrying out the purposes of that memorandum, I have designated Mr. Perley M. Burnham, Staff Aide, Real Estate Division of this Office to assist in such problems as may arise in the three States indicated above.



Director of Plant and Operations

Attachment

9/21/53

*Duplicating & distribution to be handled
by Real Estate Division.*

JH

1954 Virginia

The Planning and Organization was designed by me -
of July 12, 1953, copy attached, from Richard B.
Director, Governmental Administration to heads of
as Governmental for the states of Virginia,
and West Virginia in matters involving consoli-
dation of Governmental activities.

The purpose of this memorandum, I have
named Mr. Robert M. Lammiman, that Mr. Lammiman, head of
ion of this office to assist in such programs as may
be in the three states indicated above.

1954

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

September 22, 1953

To: Heads of Agencies

From: Arthur B. Thatcher, Director of Plant and Operations

Subject: Microfilming Operations Survey

As announced in my memorandum of July 17, 1953, the Administrator, General Services Administration, is now asking each agency of Government to furnish certain data by questionnaire concerning its microfilming operations. Copies of GSA Form T75 (Microfilm Survey - Organization Unit Report) with four supporting schedules, and GSA Form T76 (Microfilm Survey - Agency Summary Sheet) in duplicate are attached for use by your agency in making its report. It will be noted that Schedules D, E, and F for which no forms were provided, are to be prepared as necessary by an agency. One copy of the forms and schedules should be returned to this Office by October 12 as the Administrator has asked for it by October 15.

Any questions concerning the survey may be referred to Mr. W. T. Luman, Chief, Records Administration Division.

The Administrator states that the questionnaires prepared in connection with this survey will provide some of the information needed for the survey of electric business machines requested by the House Committee on Appropriations in its report on the First Independent Office Appropriation Bill for 1954 (House Report 276, page 2).

Attachments

1 - 10/12/53

RECORDS 2

1. The Director of Plant and Operations

Following operations survey

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

September 23, 1953.

To: Heads of Agencies

From: Arthur B. Thatcher, Director of Plant and Operations

Subject: Revision of GSA Regulations and Schedules, and New General Records Schedules

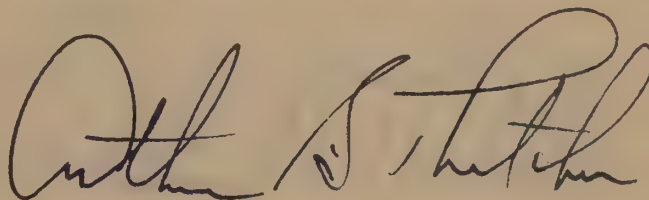
There are attached (1) revised subsection 104.02 of Chapter IV, (2) revised Exhibit 3, Appendix A, both relating to Title 3, Federal Records, Regulations of the General Services Administration, (3) revisions of General Records Schedules 1, 3, 4, 6, and 9, (4) new General Records Schedules 15 and 16, and (5) revised Table of Contents, Appendix B. These Regulations become effective October 12, 1953.

The holders of copies of Title 3 should make the changes and insert the new material as indicated in paragraph 4 of Transmittal Letter 3-5, dated August 27, 1953. These changes, by reference, are made a part of the USDA Administrative Regulations.

Copies of both the revised, and new schedules have been forwarded to the Office of Budget and Finance and the Office of Personnel for their approval of the retention periods. If any exceptions are taken you will be advised promptly.

The revisions in General Records Schedules 1, 3, 4, 6 and 9, and the issuance of new General Records Schedules 15 and 16 necessitate making certain revisions and additions in O.P.O. Publication No. 10. You can expect to receive very soon some additional material for insertion in the copies of O.P.O. 10 which you have received.

Attachments



RECORDS

Office Memorandum • UNITED STATES GOVERNMENT

TO : Heads of Agencies

DATE: October 5, 1953

FROM : Arthur B. Thatcher, Director of Plant and Operations

SUBJECT: General Records Schedules

Section 9 of the Act of July 7, 1943, 57 Stat. 380, provides that records pertaining to claims and demands in which the United States Government is concerned, either as debtor or creditor, shall not be disposed of until such claims and demands have been settled and adjusted in the General Accounting Office, except when the written approval of the Comptroller General of the United States has been obtained. Accordingly, the approval of the Comptroller General to apply the provisions of General Records Schedules Nos. 1 through 14 of the General Services Administration to records pertaining to fiscal, accounting, and procurement matters of the Department was requested.

The Comptroller General in his reply of September 21, 1953 (B-45100) stated in part as follows:

"You are advised that this Office concurs with the Department in the adoption of the retention standards authorized in General Records Schedules Nos. 1 through 14 * * * provided that records pertaining to outstanding exceptions, unsettled claims by or against the United States, incomplete investigations, cases under litigation, or any other matter involving a specific request made by the Comptroller General of the United States are retained until the involved transactions are completed."

The blanket approval of these schedules by the Comptroller General will not affect the limitations imposed by the Office of Budget and Finance and the Office of Personnel as itemized in my memorandum of November 10, 1952.

The Office of Budget and Finance and the Office of Personnel have both advised that the revisions in General Records Schedules 1, 3, 4, 6 and 9, and new General Records Schedules 15 and 16 may be applied on a Department-wide basis without exception. These revisions and new schedules were attached to my memorandum of September 23.



RECORDS

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

October 20, 1953

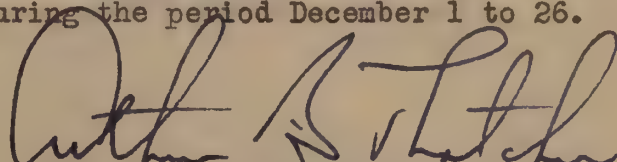
MEMORANDUM FOR HEADS OF DEPARTMENT AGENCIES

There is quoted below, a letter dated October 15, 1953 from the Washington Postmaster to the Secretary of Agriculture requesting the cooperation of all Government departments in withholding from the mails during the period from December 1 to 26, 1953 all bulk mailings of pamphlets, books, forms and other printed matter:

"Each year in advance of the Christmas Holiday Season this office finds it necessary to request the cooperation of all government departments in withholding from the mails during the period from December 1st to 26th all bulk mailings of pamphlets, books, forms and other printed matter. Matter of this character seriously interferes with the expeditious handling of the holiday mails and on account of its weight often causes damage to Christmas parcels.

"The matter is being brought to your attention at this time with the request that it be presented to those in charge of furnishing supplies for regional offices and agencies in order that such supplies may be ordered sufficiently early to complete delivery before December 1st. It should be understood that this request in no way affects the handling of ordinary official correspondence."

The cooperation of all concerned in complying with the request of the Postmaster will be appreciated. In addition, it is requested that all regional and field offices be notified accordingly and withhold, insofar as possible, all bulk matter from the mails during the period December 1 to 26.



Director of Plant and Operations

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

October 23, 1953

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Subject: Temporary Location of Plant
and Operations Offices

Effective Friday, October 23, 1953 certain ^{activities} offices of the Office
of Plant and Operations will be temporarily located as follows:

ADMINISTRATIVE SERVICES DIVISION:

Office of the Chief Room 101 W Ext. 6153

SECRETARY'S RECORDS SECTION:

Records Unit Room 113 A Ext. 3337

Mail Referral Room 113 A Ext. 4158

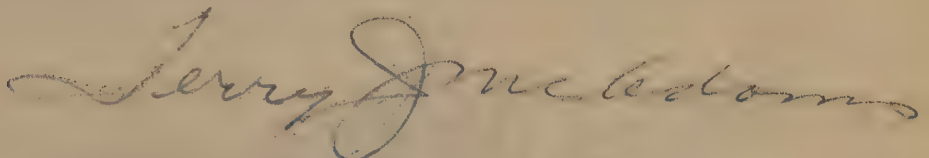
Regulations Unit Room 113 A Ext. 5131

Mail Review and
Dispatch Room 124 W Ext. 4163

Messenger Service Room 124 W Ext. 3320

TECHNICAL SERVICES DIVISION:

Room 440 W Ext. 3501



Acting Director of Plant and Operations

1. The first part of the report is devoted to a general survey of the situation in the country.

2. The second part of the report is devoted to a detailed analysis of the economic situation in the country.

3. The third part of the report is devoted to a detailed analysis of the social situation in the country.

4. The fourth part of the report is devoted to a detailed analysis of the political situation in the country.

5. The fifth part of the report is devoted to a detailed analysis of the cultural situation in the country.

6. The sixth part of the report is devoted to a detailed analysis of the scientific situation in the country.

7. The seventh part of the report is devoted to a detailed analysis of the literary situation in the country.

8. The eighth part of the report is devoted to a detailed analysis of the artistic situation in the country.

9. The ninth part of the report is devoted to a detailed analysis of the sports situation in the country.

10. The tenth part of the report is devoted to a detailed analysis of the health situation in the country.

11. The eleventh part of the report is devoted to a detailed analysis of the education situation in the country.

12. The twelfth part of the report is devoted to a detailed analysis of the family situation in the country.

13. The thirteenth part of the report is devoted to a detailed analysis of the population situation in the country.

14. The fourteenth part of the report is devoted to a detailed analysis of the environment situation in the country.

15. The fifteenth part of the report is devoted to a detailed analysis of the international situation in the country.

16. The sixteenth part of the report is devoted to a detailed analysis of the future prospects of the country.

17. The seventeenth part of the report is devoted to a detailed analysis of the conclusion of the report.

18. The eighteenth part of the report is devoted to a detailed analysis of the appendixes of the report.

19. The nineteenth part of the report is devoted to a detailed analysis of the bibliography of the report.

20. The twentieth part of the report is devoted to a detailed analysis of the index of the report.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

November 18, 1953.

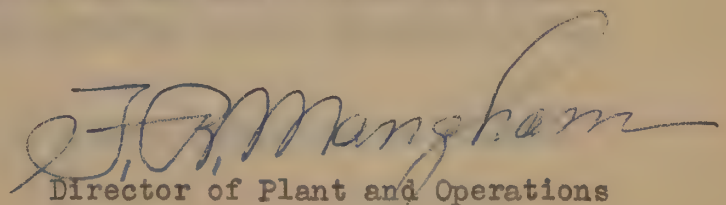
MEMORANDUM TO HEADS OF DEPARTMENT SERVICES

Subject: Registration, Inspection, and Procurement of
Tags for Motor Vehicles Based in the District
of Columbia.

Under date of February 12, 1952, the heads of Department agencies were advised, through a memorandum from this Office, of new procedure prescribed by General Services Administration for the registration and inspection of motor vehicles operated primarily within the metropolitan area of Washington. The new procedure, which defined the metropolitan area as including all of Montgomery and Prince Georges Counties in Maryland, Arlington and Fairfax Counties in Virginia, and the City of Alexandria, required that all Government-owned motor vehicles operated primarily within these confines be registered with and inspected by the District of Columbia Department of Vehicles and Traffic.

On September 15, 1953 (see GSA Transmittal Letter No. 1-32) this requirement was revised to require registration and inspection of only those vehicles based or housed in the District of Columbia instead of in the metropolitan area as previously delimited. However, the many inquiries concerning the correct vehicle registration procedure which are still being received in our Service Operations Division lead to the belief that the import of GSA Transmittal Letter No. 1-32 is not fully understood by the Department personnel engaged in these duties.

It is, therefore, requested that all employees concerned be advised that the provisions of our memorandum of February 12, 1952, relating to vehicle registration and inspection are no longer applicable to vehicles housed outside of the physical boundaries of the District of Columbia.


Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

November 25, 1953

TO ALL EMPLOYEES OF THE OFFICE OF PLANT AND OPERATIONS

The following Committee has been appointed to serve as the Efficiency Awards Committee for the Office of Plant and Operations:

Samuel L. Gardiner, Chairman
Elbridge C. Purdy
Randall Wade Everett, Jr.
Charles Schmidt
Frederick L. Couzzens
John B. Steninger, Ex Officio

Under the general direction of the Director of the Office of Plant and Operations, the committee will perform the duties and have such responsibilities and authorities as are stipulated in Title 8 AR 2405. Specifically, it shall be the function of the committee to evaluate employee suggestions and determine the amount and nature of awards to be granted; to review recommended "outstanding" performance ratings to insure that every aspect of the employee's performance is in fact outstanding and warrants special consideration, to recommend the nature and extent of recognition to be granted therefor. In general, the committee will have responsibility for review and recommendation of all awards as specified and authorized in Title 8, Chapter 62 of the Administrative Regulations.

It is again urged that you become familiar with the purpose and procedure of each of the Awards programs. They are designed for the benefit of the employees and you should give thought and consideration to the nomination of persons for Honor Awards and Superior Accomplishment Pay Increases as well as to the submission of suggestions for the improvement of or economy in the operations of our agency or the Department as a whole.

All nominations for Honor Awards or Superior Accomplishment Pay Increases and all suggestions made under the Cash Awards Program shall be submitted in writing through appropriate administrative channels to the Chairman of the Committee. However, if an employee so desires, suggestions under the Cash Awards Program may be submitted directly to the Chairman of the Committee.

Any questions regarding the operation of these programs may be referred to any member of the Committee.

*Rec'd 11/26/53
Distributed by Personnel Section*
[Signature]
Director

PERSONNEL 2

OFFICE OF THE SECRETARY
WASHINGTON

January 3, 1942

MEMORANDUM FOR THE SECRETARY

Subject: The Department of the Interior
and the Bureau of Land Management

Reference is made to the letter of the Department of the Interior dated January 3, 1942, and the letter of the Bureau of Land Management dated January 3, 1942.

The Department of the Interior and the Bureau of Land Management are requested to review the records of the Department of the Interior and the Bureau of Land Management and to report to the Secretary of the Department of the Interior and the Bureau of Land Management the results of their review.

The Department of the Interior and the Bureau of Land Management are requested to review the records of the Department of the Interior and the Bureau of Land Management and to report to the Secretary of the Department of the Interior and the Bureau of Land Management the results of their review.

The Department of the Interior and the Bureau of Land Management are requested to review the records of the Department of the Interior and the Bureau of Land Management and to report to the Secretary of the Department of the Interior and the Bureau of Land Management the results of their review.

Operation of these records may be required.

11

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

February 25, 1954

MEMORANDUM TO EMPLOYEES OF THE OFFICE OF PLANT AND OPERATIONS

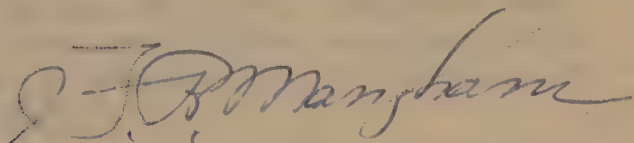
1954 Red Cross Campaign

The quota of the Office of Plant and Operations for the 1954 American Red Cross Campaign is \$714.00.

This quota can be met by using the Department formula of \$4.00 for the first \$5,000 of salary, adding 15/100 of 1% of that salary above \$5,000 or subtracting 1/10 of 1% of that salary below \$5,000. If all of us give according to this formula, we will meet our quota.

Keymen will visit each of you to solicit your help in making our quota.

Postmaster General Summerfield, the Chairman of the Government Unit, has asked us to try and exceed our quota by 20%.



Director of Plant and Operations

January 15, 1914

Dear Sir,

I have the honor to acknowledge the receipt of your letter of the 10th inst. in relation to the proposed extension of the term of the lease of the land at the site of the proposed dam.

This project is one of the most important of the State and the people of the State are deeply interested in it. It is a project of great magnitude and it is one which will result in the development of the State and the benefit of the people. It is a project which will result in the development of the State and the benefit of the people. It is a project which will result in the development of the State and the benefit of the people.

I am very glad to hear that you are so interested in the project and I am sure that you will do everything in your power to see that it is carried out to the satisfaction of the State and the people.

I am, Sir, very respectfully,
Yours very truly,
J. B. Smith

Very truly,
J. B. Smith

Office Memorandum • UNITED STATES GOVERNMENT

TO : All Occupants of Administration, South,
Annex and 224 12th Street Buildings

DATE: April 7, 1954

FROM : F. R. Mangham, Director of Plant and Operations

SUBJECT: USDA Civil Defense Program

Organization

Pursuant to Secretary's Memorandum No. 1350, which cancels Secretary's Memorandum No. 1281 and Supplements 1 and 2 and due to the many changes that have occurred in personnel and office locations in the buildings occupied by the Department, it is deemed appropriate to restate certain elements of the Civil Defense Program for the benefit of all employees.

The USDA Air Raid Protection Organization (ARPO), was established for the primary purpose of providing protection to all occupants of the Agricultural Group of Buildings in the event of an emergency. In order to insure the maximum safety of all, each employee should cooperate fully with the Sector Staff in his location and with the other members of the Warden Organization.

The buildings have been divided into Sectors, shelter areas designated, Wardens and other necessary personnel appointed, and first aid stations established.

Evacuation to Shelter Areas

The shelter areas to which employees of the Department are to be evacuated, in an emergency, are generally as follows:

Administration Building, including East and West Wings. All employees will be evacuated to the basements of the respective buildings.

South Building. Employees located in the attic and on the 6th floor will be evacuated to the 4th floor. Employees on the 5th floor will be evacuated to the 3rd floor. Employees on the 1st floor and in the sub-basement will be evacuated to the basement. Employees located on the 4th, 3rd, 2nd and basement floors will remain on those floors.

Agriculture Annex Building. Employees located in the attic, the 6th, 5th and 4th floors will be evacuated to the 3rd floor. Employees on the 3rd floor will be evacuated to the 2nd floor. Employees in the basement will be evacuated to the 1st floor. Employees on the 2nd and 1st floors will remain on those floors.

²²⁴
222 12th Street, S. W. All employees in this building will be evacuated to the 1st floor of the Agriculture Annex Building.

Agricultural personnel located in buildings (except 224 12th Street, S. W.), in which other agencies have the majority of employees will be served by the Civil Defense Organizations in those buildings.

Emergency Evacuation Procedure. Evacuation of all employees and visitors to the shelter areas mentioned above will be done in an orderly manner under the direction of the Warden Organization. With the exception of the ARPO staff, no one will be allowed to go from one Sector to another, even though they may be employed in a nearby Sector. All able-bodied persons will use the stairs and the physically handicapped will be evacuated by elevators to designated shelter areas.

First Aid Facilities. First aid stations are located as follows:

<u>Station No.</u>	<u>Wing</u>	<u>Floor</u>	<u>End</u>
ADMINISTRATION BUILDING			
1	East	Basement	West
2	Center	Basement	North Center
3	West	Basement	East
SOUTH BUILDING			
4	3	Basement	North
5	2	4	South
6	4	4	South
7	2	2	South
8	5	3	North
9	4	2	South
10	3	3	North
ANNEX BUILDING			
11		1	South

Air Raid Alert Signals. The Civil Defense Administration signals will be used.

Drills. Practice drills will be held to familiarize employees with evacuation procedures.

Use only the best quality
 and the best quality

These are the only ones located as follows:

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1000	1000
1000	1000
1000	1000

acceptance of the

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

April 12, 1954

MEMORANDUM FOR HEADS OF AGENCIES

Availability of Indispensable Records for Emergency Use

Attached is a communication from Mr. Arthur S. Flemming, Director, Office of Defense Mobilization, and enclosure regarding the "Availability of Indispensable Records for Emergency Use", and Budget Bureau Bulletin 54-9 on the same subject. Please note that Budget Bureau Circulars 51-14 and 52-5 are terminated.

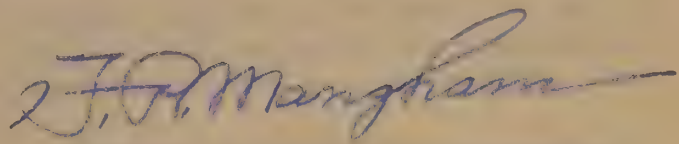
Also attached is a copy of our Restricted Security (declassified 4-8-54) memorandum, dated March 10, 1952, that relates to the details of the above subject. This memorandum cancels out the last two paragraphs of the March 10, 1952 memorandum.

To comply with the new reporting requirements, as outlined in the attached Office of Defense Mobilization memorandum of March 23, 1954, the semi-annual reports, in quadruplicate, should be submitted to the Office of Plant and Operations on or before July 5 and January 5 of each year and the first report will be due on July 5, 1954.

If any changes occur in the location of such records, prior to the date report is due, a subsequent report to that effect should be immediately submitted. All subsequent reports submitted must be complete as they will supersede previous reports.

Individual agency reports will not carry a security classification unless justified. See Records Security Regulations (Sections 3 and 4).

Additional copies of the Status Report attached, can be obtained from Mr. John S. Lucas, Office of Plant and Operations, extension 3937.



Director of Plant and Operations

Attachments

SECURITY 2

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

MAY 5 - 1964

MEMORANDUM TO HEADS OF AGENCIES

A recent General Services Administration internal issuance concerning repairs and improvements in Federal buildings throughout the country provides the following:

"f. Department of Agriculture. By reason of the diverse activities of the many segments of the Department of Agriculture, it will be impossible to apply uniform methods in handling all of its activities. For the time being, the Washington office of the Department of Agriculture will approve alterations and improvements to the space it occupies. Its requests, comments and/or approval of such alterations and improvements will be addressed by the Department of Agriculture to the regional offices. Correspondence originating with the regional offices shall be addressed as follows:

"Director of Plant and Operations
Department of Agriculture
Washington 25, D. C."

The above procedure resulted from discussions between this Office and the General Services Administration, and it is recognized that it is not a satisfactory solution to a difficult liaison problem. We propose to continue discussions with the General Services Administration looking toward a procedure whereby agencies having delegated space acquisition authority can be authorized to contact regional offices of the General Services Administration to obtain alterations and improvements except where such items effect two or more Department agencies.

The General Services Administration procedure provides that requests for alterations to space in buildings under the control of the Post Office Department will be submitted by that Department to the General Services Administration regional offices. Since matters of space assignment and engineering design of alterations and improvements are centralized in the Washington Office of the Post Office Department, it will be necessary that the existing practice that all requests for alterations in buildings under the control of that Department be forwarded to this Office for handling be continued.

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES

DEPARTMENT OF PHYSICS

PHYSICS 311
LECTURE 10

LECTURE 10: THE HADRONIC COLLIDER

LECTURE 10: THE HADRONIC COLLIDER

The hadronic collider is a machine that accelerates protons and antiprotons to high energies and then collides them. The collisions produce a variety of particles, including quarks, gluons, and leptons. The hadronic collider is a powerful tool for studying the structure of matter and the forces that hold it together.

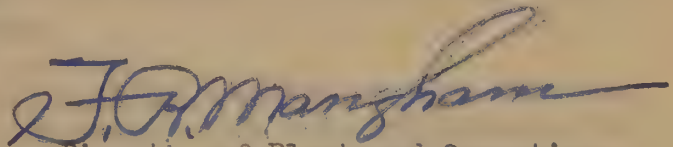
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2-MEMORANDUM TO HEADS OF AGENCIES

When alterations to Federal buildings are required by space assignments originated by the General Services Administration, it is presumed that it will not be necessary that alteration requests originate in this Department but that the General Services Administration will handle such matters as internal procedure. However, agencies should keep this Office advised of alteration plans in event questions arise.

When alterations are requested, complete data including accurate scale plans or measure drawings must be submitted. If utility connections are required, data regarding current characteristics and quantities required, drain capacities, size and number of water lines, etc., should be completely detailed on the drawings. In addition, detailed justification must, of course, be included.


Director of Plant and Operations.

Handwritten note:
J. R. Mangham
Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

June 4 1954

MEMORANDUM TO HEADS OF AGENCIES

In order to provide more effective security for our buildings, it has been determined that only the entrances at the front of the Administration Building (Jefferson Drive side) and the Independence Avenue entrance of the 4th Wing, South Building, will be open on Saturdays. This will permit a guard to be stationed at each entrance to screen persons coming into the buildings and should result in a reduction of pilfering which has become a serious problem.

For the time being, it will still not be necessary to sign the registry upon entering on Saturdays until 2:00 PM; however, it will be necessary to display Building Passes to the guard on duty. It will still be necessary to sign the registry after 2:00 PM on Saturdays, all day on Sundays and holidays, and on weekdays before 8:00 AM and after 6:30 PM.

This procedure is effective on June 12, 1954.


Acting Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE

This report of the committee on the subject of the proposed amendment to the Federal Food and Drug Act, relating to the regulation of the sale of food and drugs, is submitted to the Senate and House of Representatives. The committee has the honor to acknowledge the receipt of the report of the committee on the subject of the proposed amendment to the Federal Food and Drug Act, relating to the regulation of the sale of food and drugs, and to state that the committee has considered the same and has concluded that it is in the public interest that the proposed amendment should be passed.

The committee has also considered the report of the committee on the subject of the proposed amendment to the Federal Food and Drug Act, relating to the regulation of the sale of food and drugs, and has concluded that it is in the public interest that the proposed amendment should be passed. The committee has also considered the report of the committee on the subject of the proposed amendment to the Federal Food and Drug Act, relating to the regulation of the sale of food and drugs, and has concluded that it is in the public interest that the proposed amendment should be passed.

A resolution is also pending in the Senate.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

August 9, 1954

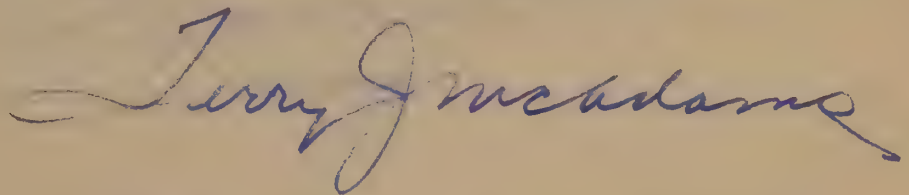
MEMO TO ALL EMPLOYEES OF THE OFFICE OF PLANT AND OPERATIONS

Subject: Designation of Fair Employment Officers of the Department

Secretary's Memorandum No. 1223, Revision 3, dated July 27, 1954, informs us that Mr. MacHenry Schafer, Director of Personnel, has been designated as Fair Employment Officer of the Department.

Under provisions of the Department Regulations (8 AR 1663 c), the Director of Plant and Operations serves as a Deputy Fair Employment Officer. In this capacity he has the responsibility for carrying out fair employment policies within the Office of Plant and Operations.

Mr. S. L. Gardiner, Assistant to the Director, has been selected to serve as Alternate Deputy Fair Employment Officer.



Acting Director of Plant and Operations

W. T. SWIFT

Director of the Bureau of Plant Industry

Director of the Department.

is of the Department of Agriculture, and has been
employed as a horticulturist for many years.
He has been in the service of the Department
since 1902.

W. T. SWIFT



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 25 1954

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Advisory Committees

In a recent review of Departmental advisory committees, it appeared that some confusion has arisen with respect to the names of these committees. This appears to be true particularly as between committees established under the Research and Marketing Act and general advisory committees established by the Secretary. In some cases, two committees have names which are identical or very similar.

In order to avoid possible confusion, as a general rule the words "research and marketing" will be included in the names of commodity committees established under the Research and Marketing Act. (Example: Citrus Fruit Research and Marketing Advisory Committee.) The word "research" will be included in the names of functional committees established under the Research and Marketing Act. (Example: Cold Storage Research Advisory Committee.)

A large, stylized handwritten signature in blue ink, which appears to read "E. A. Benson", is centered below the text.

Secretary

COMMITTEES

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

September 15, 1954

To: All Employees of the Office of Plant
and Operations

From: F. R. Mangham, Director of Plant
and Operations

Subject: Repeal of Annual Leave in Excess of
30 Days' Requirement

The "Fringe Benefits" bill, Public Law 763, 83rd Congress, repeals the requirement that employees use annual leave accumulations in excess of 30 days. This repeal cancels my memorandum to employees of January 15, 1954.

Employees with less than 30 days of annual leave can accumulate up to that amount. Employees who have more than 30 days of annual leave must still use the leave earned in the current leave year or forfeit it.

F. R. Mangham

All employees of the Office of Plans

J. M. [Name], Director of Plans

Subject: Annual leave in excess of
30 days' accumulation

The "Annual Leave" plan, which was established

on 10 October 1944, provides that employees who
have accumulated leave in excess of 30
days. This report concerns the accumulation of leave
in excess of 30 days, 1944.

Employees with less than 30 days of annual leave
are not eligible for the plan. Employees who
have accumulated leave in excess of 30 days
are eligible for the plan. The leave earned in the current year or

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

October 4, 1954

MEMORANDUM FOR HEADS OF DEPARTMENT AGENCIES

This Department has received the request of the Post Office Department for the loan of agencies' motor vehicles during the Christmas season, 1954. It will be appreciated if the field offices of your agency which operate automotive equipment will lend their usual cooperation.

It is my understanding that most of the agencies already have received copies of the Post Office Department circular letter of instructions, issued to the postmasters under date of September 20, 1954. Therefore, copies are not being transmitted with this memorandum. If, for any reason, any agency has failed to receive this circular letter of instructions, copies may be procured by contacting Mr. William E. Weir of this Office, on Extension 4601.

The conditions regarding inspection procedure to be followed on loaned motor vehicles will continue to be applicable.

Maclay W. White

Acting Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

October 7, 1954

MEMORANDUM FOR HEADS OF DEPARTMENT AGENCIES

The following request has been received from Mr. Roy M. North, Washington City Postmaster:

"MAILING EARLY AND OFTEN"

"Dear Patron:

"The cooperation of mailers in 'MAILING EARLY AND OFTEN' is solicited.

"Your attention is called to the benefits to be derived by 'MAILING EARLY AND OFTEN' - -

"Mail received in the morning and on early afternoon collections is distributed and dispatched via earlier trains and planes.

"Will thereby, in many instances, be accorded an earlier delivery to the addressee.

"Will prevent congestion in outgoing post office by relieving late afternoon and evening peak periods.

"Will often allow office of destination sufficient time to complete distribution to carriers for delivery on day of receipt.

"Therefore, PLEASE

"Deposit your mail early and often in collection boxes, at postal stations, or at the main office."

City Post Office trucks pick up outgoing mail at the USDA post office in the South Building at

10:20 a.m.	2:20 p.m.
11:10 a.m.	3:20 p.m.
12:50 p.m.	4:10 p.m.
1:20 p.m.	6:20 p.m.

1. The first

2. The second

3. The third

4. The fourth

5. The fifth

6. The sixth

7. The seventh

8. The eighth

9. The ninth

10. The tenth

11. The eleventh

- 2 -

Since it is obvious that early and frequent mailing of official material will benefit the Department of Agriculture and the Post Office Department, as well as the addressees, it will be appreciated if serious thought may be given to the Postmaster's request.

Mark W. White

Acting Director of Plant and Operations

The committee has been very busy in the past few weeks and has been unable to meet as often as it would like. The committee has been very busy in the past few weeks and has been unable to meet as often as it would like.

Director of Health and Hospitals

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

October 27, 1954

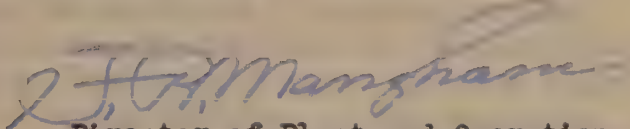
MEMORANDUM FOR HEADS OF DEPARTMENT AGENCIES

There is quoted below a letter dated October 25, 1954 from the Washington Postmaster to the Secretary of Agriculture requesting the cooperation of all Government departments in withholding from the mails during the period from December 1 to 26, 1954 all bulk mailings of pamphlets, books, forms and other printed matter:

"Each year in advance of the Christmas Holiday Season this office finds it necessary to request the cooperation of all government departments in withholding from the mails during the period from December 1st to 26th all bulk mailings of pamphlets, books, forms and other printed matter. Matter of this character seriously interferes with the expeditious handling of the holiday mails and on account of its weight often causes damage to Christmas parcels.

"The matter is being brought to your attention at this time with the request that it be presented to those in charge of furnishing supplies for regional offices and agencies in order that such supplies may be ordered sufficiently early to complete delivery before December 1st. It should be understood that this request in no way affects the handling of ordinary official correspondence."

The cooperation of all concerned in complying with the request of the Postmaster will be appreciated. In addition, it is requested that all regional and field offices be notified accordingly and withhold, insofar as possible, all bulk matter from the mails during the period December 1 to 26.


Director of Plant and Operations

VERBODEN

1911

ANNUAL REPORT OF THE BOARD OF TRUSTEES

The Board of Trustees of the University of Chicago, in its annual report, presents a summary of the work of the University during the year 1911. The report is divided into two parts, the first of which contains a general statement of the work of the University, and the second of which contains a detailed statement of the work of the various departments.

The first part of the report contains a general statement of the work of the University during the year 1911. It is a summary of the work of the University, and is intended to give a general impression of the work of the University to the public. The second part of the report contains a detailed statement of the work of the various departments. It is a summary of the work of the various departments, and is intended to give a detailed impression of the work of the various departments to the public.

The second part of the report contains a detailed statement of the work of the various departments. It is a summary of the work of the various departments, and is intended to give a detailed impression of the work of the various departments to the public. The first part of the report contains a general statement of the work of the University during the year 1911. It is a summary of the work of the University, and is intended to give a general impression of the work of the University to the public.

Respectfully,
The Board of Trustees of the University of Chicago

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

November 1 1954

MEMORANDUM TO ALL EMPLOYEES OF THE OFFICE OF PLANT AND OPERATIONS

The following persons are hereby appointed to serve as the Efficiency Awards Committee for the Office of Plant and Operations in accordance with the requirements of 8 AR 2405 and the Performance Rating Plan for the Office of the Secretary:

Samuel L. Gardiner, Chairman
Roswell A. Taylor
Donald J. Simon
Paul F. Loehler
George E. Webster
John B. Steninger, Ex Officio

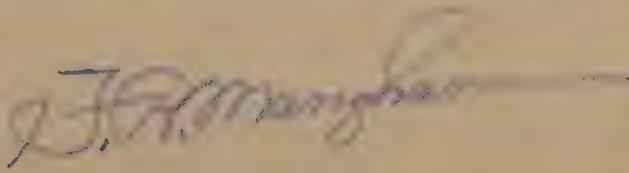
The committee will operate under the general direction of the Director of Plant and Operations and its functions will be (1) to evaluate recommendations for awards under the different awards programs (2) determine the amount and nature of awards to be granted (3) review recommended "outstanding" performance ratings to insure that every aspect of the employee's performance is outstanding and (4) make recommendations to the Director regarding these ratings. In general, the committee will be responsible for the review and recommendation of all awards authorized in Title 8, Chapter 62 and the outstanding-performance-rating review prescribed in 8 AR 269d of the Administrative Regulations.

It is requested that you familiarize yourselves with the purpose of each of the awards programs and the Performance Rating Plan. They are designed for the benefit of all of us. They provide incentives for suggested improvements which lead to better ways of doing our jobs, improve our operations, and make our agency a better place to work.

All nominations for awards should be submitted in writing through appropriate administrative channels to the chairman of the committee. However, if an employee so desires, suggestions under the Cash Awards Program may be submitted directly to the chairman of the committee.

Recommendations for "outstanding" performance ratings must be returned to the Personnel Office for transmission to the Efficiency Awards Committee.

Any questions regarding the operation of the Awards Program and the Performance Rating Plan may be referred to any member of the committee or the Personnel Office.



re hereby appointed to serve as the efficiency
office of this and hereafter in accordance with
the performance rating plan for the

James E. Block, Jr., Chairman
George A. Webster
John F. Block, Jr.
Donald J. Block
Joseph A. Taylor
James E. Block, Jr.

will operate under the general direction of the Board
and its functions will be (1) to evaluate the
most efficient award program (2) to determine the
of awards to be made (3) to review recommendations
ratings to insure that every aspect of the company's
performance is covered. In general, the committee will be
review and recommendation of all awards referred to it.
and the outstanding performance rating review presented in
of the administrative department.

It is the policy of the company to reward employees with the highest
performance and to encourage them to continue to improve
and to set high standards for themselves. They should be
in which lead to better ways of doing our jobs, improve
and make our work a better place to work.

There for awards should be set forth in writing, through
administrative channels to the chairman of the committee.
an employee as a reward, and should be given to the

the for "outstanding" performance rating must be

the operation of the award program and
that be

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

November 1 1954

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Effective immediately, extensions 4158, 4163, 3320, 5131, and 5132 are hereby discontinued. A centralized reference service has been established in Secretary's Records which will handle all calls with reference to Secretarial mail referral, pink jacket control, Secretarial mail dispatch and requests for files, Secretary's memorandums and administrative regulations. Hereafter all calls will be received and serviced from Extension 3337.

The entrance to the Secretary's Records Section remains at Room 130-W and all personal service will be conducted at that point.


Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

January 6, 1955

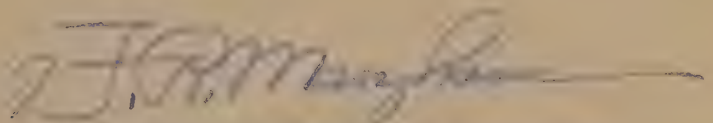
MEMORANDUM FOR HEADS OF AGENCIES

Availability of Indispensable Records for Emergency Use

Attached is a communication dated December 23, 1954 from Mr. Arthur S. Flemming, Director, Office of Defense Mobilization, and enclosure. Reference is also made to our memorandum dated April 12, 1954 on the same subject.

Mr. Flemming's memorandum gives a definition of "Indispensable Records" and lists a number of changes in the new status report, copy attached. The officers referred to in question 1.b. are your agency relocation officer and security officer.

The regular semiannual report was due on January 5, but due to the recent change in the report form the reporting date is extended to January 20, 1955. Additional copies of the new status report can be obtained from Mr. John S. Lucas, Office of Plant and Operations, Extension 3937.



Director of Plant and Operations

Attachment

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

April 11 1955

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Affixing of Department Seal

To assist this office in carrying out our responsibilities under 4 AR 656, it is requested that you furnish us with the names of the administrative officers in your agency authorized to request the affixing of the official seal of the Department.


Director of Plant and Operations

SEAL

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

April 25 1955

To: All Employees of the Office of Plant and Operations
From: F. R. Mangham, Director of Plant and Operations
Subject: Designation of Employment Policy Officers

Mr. Ralph S. Roberts, by Secretary's Memorandum 1223, Revision 4, has been designated as the Employment Policy Officer in accordance with Executive Order 10,590.

Under provisions of the Department's regulations (8 AR 1663c) the Director of Plant and Operations has been designated as a Deputy Employment Policy Officer to have responsibility for fair employment policies within the Office of Plant and Operations.

I am appointing a committee composed of Samuel E. Gardiner, William E. Weir and Morris Kaufman to aid me in carrying out this responsibility and to serve as the Alternate Employment Policy group.

This supersedes the memorandum of August 9, 1954 to all employees concerning this same subject.

F. R. Mangham

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

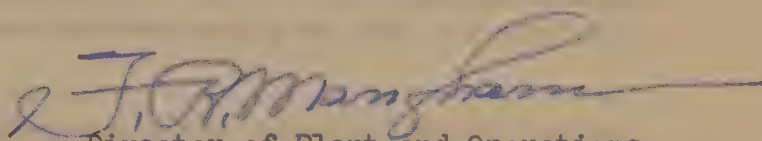
May 3 1955

MEMORANDUM TO AGENCY HEADS

Reimbursement to General Services Administration

There is attached a copy of General Services Administration Circular No. 102, dated April 8, 1955, advising that the General Services Administration did not receive the necessary appropriation for the fiscal year 1956 to assume rental and other costs which had heretofore been reimbursable to that Agency.

Agencies should make appropriate arrangements to continue reimbursements now made to General Services Administration for space holdings. Questions concerning budgetary implications of the Circular should be referred to the Office of Budget and Finance.


Director of Plant and Operations

Attachment

SPACE

GENERAL SERVICES ADMINISTRATION
Washington 25, D. C.

April 8, 1955

GENERAL SERVICES ADMINISTRATION CIRCULAR NO. 102

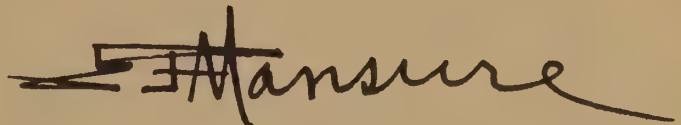
TO: Heads of Federal Agencies

SUBJECT: Space Managed by General Services Administration
on a Reimbursable Basis

1. Purpose. This Circular informs Federal agencies that, except as provided in section 3 below, no space costs reimbursable to the General Services Administration in 1955 have been recommended for direct appropriation to the Administration for fiscal year 1956.
2. Action by Agencies. It will be necessary for agencies to continue to reimburse the General Services Administration for all recurring space requirements currently reimbursable. This will be effective through fiscal year 1956, and until funds for the projects are included in estimates for direct appropriations to the Administration.

Agencies are requested to advise all their offices which are authorized to make commitments for space that financial responsibility will not terminate automatically at the end of fiscal year 1955.

3. Exception. Direct financing for space occupied by the United States Information Agency, located in the Walker-Johnson Building, Washington, D. C., will be provided by the General Services Administration beginning July 1, 1955.



EDMUND F. MANSURE
Administrator

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

AUG 10 1955

MEMORANDUM TO HEADS OF AGENCIES

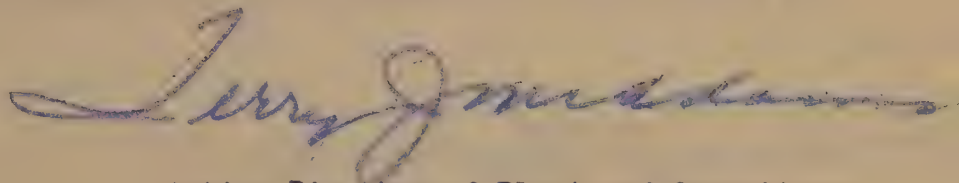
Space Needs for Fiscal Year 1956 and 1957

There are attached copies of General Services Administration Circular No. 108, requesting a report on anticipated space needs for the fiscal years 1956 and 1957. This request is in accordance with a recommendation of the Hoover Commission Task Force on Real Property Management that General Services Administration consult with Agencies in formulating its budgets for space operation and maintenance. The report should assist the General Services Administration in arriving at firm estimates of needs for space which that Agency has the responsibility for providing. It is, therefore, in the interest of the Department to provide factual supporting data which can be used to justify more adequate appropriations.

A consolidated report for the Washington Metropolitan Area will be prepared by this Office. Agencies, however, should submit one copy of the form indicating their space needs and anticipated personnel for the fiscal years 1956 and 1957 to this Office by August 22.

Reports for areas outside of the District of Columbia shall be submitted in quadruplicate to this Office by August 26. Agencies may submit reports as received from field offices rather than consolidating them.

Estimates submitted for the fiscal year 1957 should be based on and supportable by budget estimates for that year.



Attachments

Acting Director of Plant and Operations.

SPACE

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

June 6, 1956

*Rec'd
Record*

MEMORANDUM TO HEADS OF AGENCIES .

Space Needs for Fiscal Years 1957 and 1958

There are attached copies of General Services Administration Circular No. 108, Revised, requesting a report on anticipated space needs for the fiscal years 1957 and 1958. The report would provide information required by the General Services Administration and the Bureau of the Budget to determine the total General Services Administration controlled space to be financed from General Services Administration and/or other appropriations. It should assist the Administration in arriving at firm estimates of needs for space which that Agency has the responsibility for providing and it is in the interest of the Department to provide factual supporting data which can be used to justify more adequate appropriations.

The forms will be reproduced by this Office and Agencies should advise the Real Estate Division, Extension 5225, of the number of forms required by June 15.

A consolidated report for the Washington Metropolitan Area will be prepared by this Office. Agencies, however, should submit one copy of the form indicating their space needs and anticipated personnel for the fiscal years 1957 and 1958.

Reports for areas outside of the District of Columbia will be reviewed by the Agencies in Washington and one consolidated report for each agency submitted to this office in quadruplicate.

Attention is directed to the fact that reimbursable space reported for 1957, which is to be continued in use, should also be reported under the reimbursable category for 1958 even though it may be proposed that General Services Administration secure the appropriation.

Completed reports of the Agencies should be submitted to this Office by July 24, 1956.

J. R. Mangham
Director

Attachments

Distributed to agencies of the Department
per distribution list of GSA Regulations
kept in Real Estate Division, OPO.

6-11-56 GR

SPACE

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Washington, D.C. 20535

TO : DIRECTOR, FBI
FROM : SAC, [illegible]
SUBJECT: [illegible]

Enclosed for the Bureau are two copies of a letterhead memorandum (LHM) dated and captioned as above. The LHM was prepared by the [illegible] and contains information regarding the [illegible] of the [illegible] in the [illegible] area.

The LHM was prepared by the [illegible] and contains information regarding the [illegible] of the [illegible] in the [illegible] area. The LHM was prepared by the [illegible] and contains information regarding the [illegible] of the [illegible] in the [illegible] area.

The LHM was prepared by the [illegible] and contains information regarding the [illegible] of the [illegible] in the [illegible] area. The LHM was prepared by the [illegible] and contains information regarding the [illegible] of the [illegible] in the [illegible] area.

The LHM was prepared by the [illegible] and contains information regarding the [illegible] of the [illegible] in the [illegible] area. The LHM was prepared by the [illegible] and contains information regarding the [illegible] of the [illegible] in the [illegible] area.

Approved: [illegible]
Special Agent in Charge

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

August 22, 1956

MEMORANDUM FOR HEADS OF AGENCIES

Classification of Status Reports on Indispensable Records
for Emergency Use

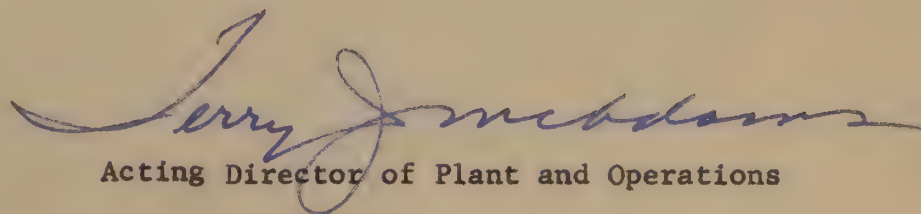
Reference: P&O Memorandum to Heads of Agencies, dated
April 12, 1954.

After review it has been decided that the semiannual Indispensable Records Reports prepared in field offices need not be classified; therefore, effective immediately, such reports prepared in field offices will not be classified and all previous reports should be declassified.

When classified material is reported, it should be described so that its contents will not be revealed.

All reports covering Washington records will continue to be classified CONFIDENTIAL. After consolidating with the field reports the file will be handled as a confidential docket. If the field reports are removed and used individually, they will be handled as unclassified.

The report forms to be used in Washington have the classification CONFIDENTIAL printed thereon. A supply of the report forms for field use has been printed without the classification CONFIDENTIAL. Please advise your field offices that all supplies of the old form should be disposed of. A supply of each of these forms may be obtained from this Office.


Acting Director of Plant and Operations

August 22, 1956

MEMORANDUM FOR HEADS OF AGENCIES

When classified material is reported, it should be described so that its
classification can be determined. If the field reports are removed
from the confidential docket, the field reports should be removed
from the confidential docket. If the field reports are removed
from the confidential docket, the field reports should be removed
from the confidential docket.

All reports covering Washington records will continue to be classified
as such. After consulting with the field reports the file will
be removed from the confidential docket. If the field reports are removed
from the confidential docket, the field reports should be removed
from the confidential docket. If the field reports are removed
from the confidential docket, the field reports should be removed
from the confidential docket.

Acting Director of Plans and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

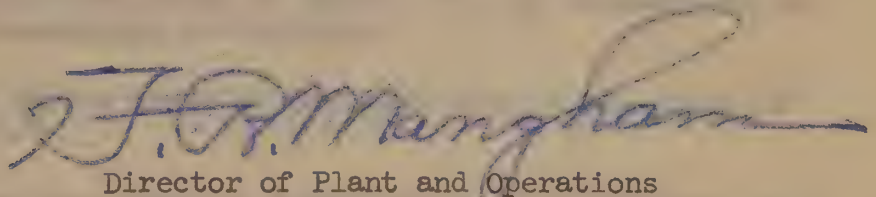
OFFICE OF PLANT AND OPERATIONS

November 14, 1956

MEMORANDUM FOR THE HEADS OF DEPARTMENT AGENCIES

This Department has received the annual request of the Post Office Department for the loan of agencies' motor vehicles during the 1956 Christmas season. It will be appreciated if the field offices of your agency, which operate automotive equipment, will extend their usual cooperation, as requested by the Post Office Department.

The Post Offices have been instructed to return borrowed vehicles in as good a condition as they were received, normal wear excepted. Motor vehicles made available to Post Offices should, therefore, be jointly inspected by Post Office and loaning agency representatives at the time of pickup and return.


Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 11, 1957

OFFICE OF PLANT AND OPERATIONS

MEMORANDUM TO ALL EMPLOYEES OF THE OFFICE OF PLANT AND OPERATIONS

We have again reached the time when Plant and Operations should elect a Director and an Alternate to assist in carrying on the activities of the USDA Welfare and Recreation Association.

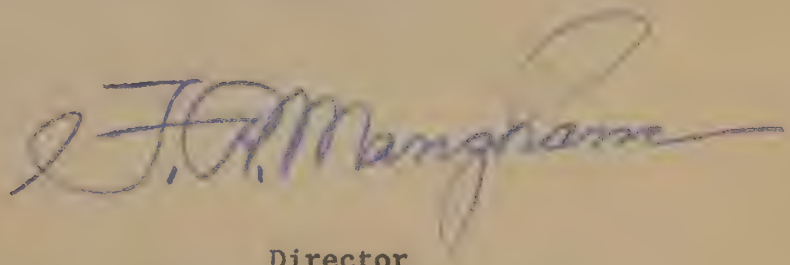
The term of Mr. Samuel L. Gardiner, Plant and Operations representative, expires as of February 28, 1957.

This time the election of a member to the Board of Directors will be for a period of one year, subsequent elections will be held biennially.

To determine a selection for the ensuing year, I am appointing a committee composed of Mr. William E. Weir as Chairman, and Messrs. Clarence A. Salisbury, Ralph G. McIntyre and Harry M. Moore, Jr., as members for receiving nominations and conducting an election.

All nominations shall be in the hands of the Committee by the close of business January 25, 1957.

The Committee will conduct the election during the week of January 28 so that we may notify the Association of our elected representatives by February 8, 1957.

A handwritten signature in blue ink, appearing to read "J. H. Mangrum", is written over a faint, larger signature in the background.

Director

MEMORANDUM TO ALL EMPLOYEES OF THE OFFICE OF PLANT AND OPERATIONS

The purpose of this memorandum is to inform you of the election of a member to the Board of Directors of the United States Department of Agriculture, Extension Service, Office of Plant and Operations. The election will be held on January 25, 1957.

The election will be held on January 25, 1957, at 10:00 A.M. in the main hall of the Extension Service building.

This time the election of a member to the Board of Directors will be for a period of one year, subsequent elections will be held biennially.

To determine a selection for the coming year, I am appointing a committee composed of Mr. William E. Weir as Chairman, and Messrs. Clarence A. Callahan, Jr., and Clyde W. Moore, Jr., as members for receiving nominations and conducting an election.

All employees shall be in the hands of the committee by the close of business January 25, 1957.

The committee will conduct the election during the week of January 22 to 25, 1957, and will report the results of the election to the Director by January 25, 1957.

Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

MAR 1 - 1960

TO : All USDA Employees
FROM : Director
SUBJECT: Government-Wide Contest for Federal
Fire Council Emblem

The Federal Fire Council has announced a Government-wide contest to obtain an appropriate emblem. The contest is open to all Federal employees, except members and officers of the Council.

The best entry will be awarded \$100, second \$50, and the third best \$25. Background information on the Federal Fire Council and rules of the contest are attached.

All Agriculture employees are invited to participate. Entries must reach the Office of Plant and Operations by May 15, 1960.

Attachments

A handwritten signature in blue ink, appearing to read "J. H. Mangham", is written over the "Attachments" line.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

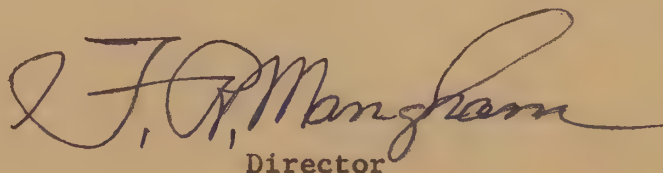
April 28, 1960

MEMORANDUM TO EMPLOYEES IN SOUTH AGRICULTURE BUILDING

Air Conditioning - South Building

The General Services Administration advises that the air conditioning system will be turned on for testing May 2, 1960, provided that the outside temperature is in the neighborhood of 80 degrees. Testing will probably continue for several weeks. During this period, the cooling may have to be shut off at intervals in order that adjustments may be made in the equipment. However, we have been assured that the entire system will be in operation during the summer months.

The General Services Administration Buildings Manager's Office has prepared for your information and guidance the attached memorandum which pertains to the new system. In order that the system will function as intended, we ask your full cooperation in following the instructions.


Director

Attachment

SPACE 3-5

April 22, 1960

YOUR NEW AIR CONDITIONING SYSTEM

AGRICULTURE SOUTH BUILDING

Since we are going into our first season of full air conditioning of the Agriculture South Building, a brief explanation of the system along with a few DO'S and DON'TS might help you understand how it works.

A. The Operation

In this system, outside air for ventilation is drawn into the central primary air through fans located in the attic. The electronic filters remove all dust and dirt particles even down to microscopic size. In winter, this air is then tempered by a preheater so that it has the necessary capacity to absorb moisture when passing through the humidifier sprays. By the same token, excess moisture is removed by the dehumidifier coil during warm humid weather. During intermediate season operation a reheater warms the air sufficiently to offset the building transmission losses before the system changes over to the winter heating cycle. High pressure fans deliver the tempered air through high velocity air conduits to the various room units throughout the building. Chilled water is circulated through the coils in the dehumidifier and at the same time a pump circulates chilled water through the room units. During heating season, warm water is substituted for the chilled water.

Each room unit is equipped with a thermostat located under one of the little flaps on the top of the unit. It has a range of 55 to 85 degrees and the room occupant can set it to best suit their own needs. Once set, the thermostat will maintain the desired temperature. If for any reason a different room condition is desired, the knob should be turned to the new temperature wanted and should NOT BE TURNED TO THE EXTREMES. These controls are slow acting and are designed to maintain a balanced condition. The above mentioned knob is marked with two small arrows and the words "WARMER" and "COOLER". Turning the knob indicated by warmer will raise the room temperature and the opposite will occur when turned in the cooler direction. The red mark on the case of the thermostat is the set point for the desired condition.

The air cycle of the room unit operates as follows: 100% tempered and filtered outside air is transmitted to the unit by the fans in the attic. At the unit, this air passes through a series of

nozzles at a high velocity which in turn causes a venturi or induced action that draws the room air through the unit. It is readily seen that the air coming from the top of the unit is a mixture of outside fresh air and existing room air. This means that ventilation is positive and air circulation is always constant. As the room air is drawn into the unit it passes over a finned surface coil through which chilled or heated water, as the season demands, is circulated. The water flow in this coil is automatically controlled to provide the cooling or heating capacity necessary.

B. A Few Helpful Comments and Suggestions

1. DO NOT place anything on top of the unit. This stops air circulation.
2. DO NOT touch any controls OTHER THAN the thermostat.
3. DO NOT make radical changes on setting of thermostat.
4. DO NOT open windows You are getting outside fresh air at all times anyway.
5. DO NOT expect sudden changes in room conditions ... (Slow acting balance type controls).
6. DO NOT cover or obstruct exhaust grills in doors.
7. Sensation of cool air coming from units does not mean heat is not being furnished!!! Moving air gives false impression of coolness during season.
8. Your patience is solicited -- There will be a continual balancing and adjustment during the coming cooling season.
9. System does not provide heating and cooling at same time -- i.e., heat in one area and cooling in another area of the building.
10. In some instances, occupants might wish to rearrange desk or table locations to obtain better comfort conditions.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

May 6, 1960

MEMORANDUM TO EMPLOYEES IN AGRICULTURE ADMINISTRATION BUILDING

Air Conditioning - Center Administration Building, USDA

A contract has been awarded to the Heppner Engineering Company to install air conditioning in the center section of the Administration Building. Work has already begun on a small scale, but the number of workmen and operations will be rapidly increased within the next few days. Contract performance time is one hundred and fifty (150) calendar days, which establishes the completion date for approximately October 1, 1960.

The system will be similar to the installation in the South Building. Therefore, during construction, the same inconveniences that have been endured by the patient employees of the South Building will be prevalent. Accordingly, we solicit your cooperation in this work, along with your patience and fortitude in enduring the inconveniences and difficulties inherent in such a program.

Certain safeguards have been taken to protect the employees, property and office operations. These safeguards include:

The use of impact tools will not be permitted during office hours.

Construction work will not be permitted during office hours in 38 rooms marked with a red triangle on the door. The workmen are not permitted to enter these rooms during office hours and permission to do so should not be given by the occupants. Please refer the workmen to your Administrative Officer.

The contractor will remove and store all rugs until the job is completed. He will then relay them. This action is necessary to protect the rugs while construction is in process.

The next phase of the air conditioning program will be to install a modern system in the East and West Wings. Preliminary plans and designs have been prepared but, as yet, funds have not been allocated for the work. The over-all program would normally have this work scheduled to start within the next fiscal year.

The employees in the South Building have set an excellent example on how to work under difficult conditions during the past two and one-half years. They are to be commended very highly for their cooperation and dedication to duty. To install an air conditioning system in a building while fully occupied, as was the case in the South Building, presents many problems. Many of the same problems will now be experienced in the Administration Building, but we know that the job can be done. The sacrifice of personal comfort and convenience that will be required during this construction period should be amply repaid and soon forgotten, when a modern air conditioning system is in operation.


Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

MAY 18 1960

MEMORANDUM TO EMPLOYEES IN THE ADMINISTRATION BUILDING

Conversion of Elevator Service to Automatic Operation

Effective May 31, 1960, Elevator No. 1, at the East End of East Wing and Elevator No. 9, at the West End of West Wing, will be closed due to conversion to automatic operation.

Elevator No. 3, East Wing and Elevator No. 7, West Wing will be placed in operation for full-time use until the conversion is completed.

We regret the inconvenience this will cause but it is unavoidable if the elevator system is to be modernized. The work is scheduled for completion by the end of October 1960.



Director

MEMORANDUM FOR THE RECORD

Subject: Elevator Service to Automatic Operation

On 11/15/50, the Bureau of Maritime Service, U.S. Department of Commerce, advised the Bureau of Maritime Service, U.S. Department of Commerce, that the Bureau of Maritime Service, U.S. Department of Commerce, has converted to automatic operation.

The Bureau of Maritime Service, U.S. Department of Commerce, has converted to automatic operation.

The Bureau of Maritime Service, U.S. Department of Commerce, has converted to automatic operation.

Very truly yours,
[Signature]
[Title]

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

JUL 1 - 1960

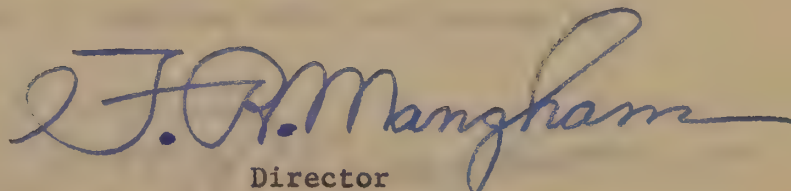
MEMORANDUM TO ALL EMPLOYEES OF THE OFFICE OF PLANT AND OPERATIONS

On the reverse side of this memorandum is a reprint from the statement by President Eisenhower, relative to the emergency need of the people of Chile due to the extreme disaster suffered by that country.

The American Red Cross, at the request of President Eisenhower, has launched an emergency appeal for funds to assist the people of Chile in their hour of need.

We have been asked to donate to this worthy cause through the American Red Cross. Cash or checks made out to the American Red Cross - Chile Relief, will be received by Mr. Hugh W. Berger, Administrative Services Division, Room 135-W, or Mr. Kenneth J. Williams, Service Operations Division, Room 1540-S, for transmittal to the Red Cross. Receipts will be issued to each contributor who requests it.

Prompt action is important. Your cooperation will be deeply appreciated.


Director

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

OFFICE OF PLANT AND OPERATIONS

OCT 12 1960

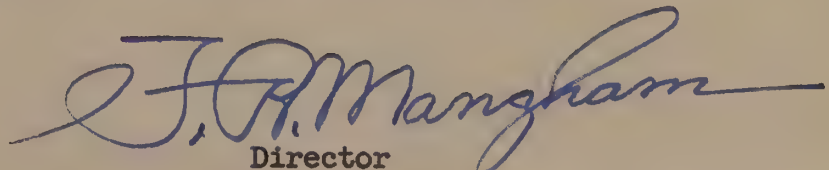
MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

There is quoted below a letter dated October 7, 1960 from the Office of the Washington Postmaster to the Secretary of Agriculture requesting the cooperation of all Government departments in withholding from the mails during the period from December 1 to 26, 1960 all bulk mailings of pamphlets, books, forms and other printed matter:

"Each year in advance of the Christmas Holiday Season this office finds it necessary to request the cooperation of all government departments in withholding from the mails during the period from December 1st to 26th all bulk mailings of pamphlets, books, forms and other printed matter. Matter of this character seriously interferes with the expeditious handling of the holiday mails and on account of its weight often causes damage to Christmas parcels.

"The matter is being brought to your attention at this time with the request that it be presented to those in charge of furnishing supplies for regional offices and agencies in order that such supplies may be ordered sufficiently early to complete delivery before December 1st. It should be understood that this request in no way affects the handling of ordinary official correspondence."

The cooperation of all concerned in complying with this request will be appreciated.


Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

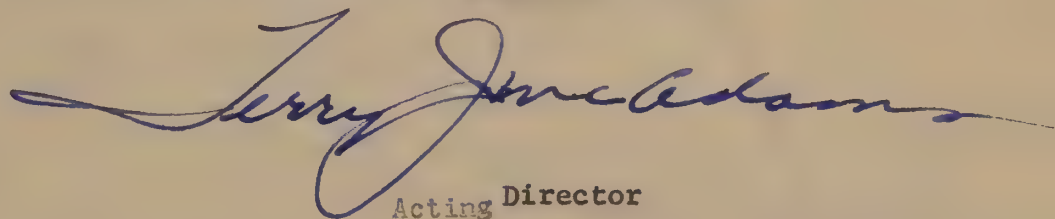
December 21, 1960

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Report on Federal Property in Hawaii

Bureau of the Budget Circular A-52, dated November 14, 1960, prescribes procedures to assure that reports as required under Section 5 of the Hawaiian Statehood Act, Public Law 86-3, are submitted. One copy of this Circular is attached for your information. This Circular has also been published in the December 9, 1960 issue of the Federal Register on page 12633 and additional copies should be obtained from that source.

It is requested that each agency holding real or personal property in the State of Hawaii review its holdings in light of the provisions of Public Law 86-3. Should an agency have property subject to the Act, the requested report in the form required by the Circular shall be submitted to this Office on or before June 15, 1961. Negative reports, to be submitted to this Office on or before June 15, 1961 also, are required from those agencies which have no property subject to the Act.


Acting Director

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

RECEIVED

Transmitted to the Director of the Bureau of Plant Industry for his consideration.

Report on Property in Hawaii

There is attached a copy of report of the Bureau of Plant Industry, dated December 14, 1900, providing information in regard to the property in Hawaii, as required under section 2 of the Hawaiian Islands Act, Public Law 86-3, as amended.

It is requested that the Bureau of Plant Industry be kept advised of any change in the status of the property in Hawaii in light of the provisions of Public Law 86-3. Should it be found that any property is not subject to the Act, the Bureau of Plant Industry should be notified by the Director of the Bureau of Plant Industry, so as to be included in the list of property in Hawaii, as required under section 2 of the Hawaiian Islands Act, Public Law 86-3, as amended, which have no property subject to the Act.

Director

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

Feb. 1, 1961

MEMORANDUM TO HEADS OF AGENCIES

Disposal of Surplus Real Property to Public Agencies

There are attached copies of Real Property Management Regulation No. 6 of the General Services Administration, requiring notification to public agencies prior to disposal of surplus real property. As will be noted, this Regulation is issued pursuant to a proviso in Public Law 86-626, regarding this subject.

Since the Department only disposes of surplus real property (as defined in the Federal Property and Administrative Services Act of 1949, as amended) in accordance with delegations from the General Services Administration, it will be necessary that in making such disposals requirements of the Regulation be followed. Further, because of the proviso in 40 USC 484 (e)(3)(H) (permitting negotiation disposals of any surplus real property to public agencies at fair market value) this Regulation will be applicable to virtually all or any disposals of surplus real and related personal property.

It is understood that the material covered by this Regulation has been incorporated in a revision of Title 2 of the Regulations of General Services Administration, dated January 14, 1961. When the revised material is received the substance of the attached Regulation will be incorporated in Title 4 of the Administrative Regulations.

This procedure is effective immediately.

J. H. Mangham
Director

Attachments



Property Management Regulation No. 6
The purpose of this regulation is to provide for the proper management of the public lands of the United States. It is intended to be a permanent regulation and will be subject to periodic review and revision as necessary.

The only disposal of surplus real property has been by the General Land Office, and the Department of the Interior, as an agency and administrative services Act of 1949, as amended. It is necessary that in making such disposal regulations of the Department, the Department of the Interior, in accordance with the provisions of the Act, should be permitted to make such disposal of any surplus real property. At their present value, this regulation will be applied to all or any disposal of surplus real and related property.

It is noted that the material covered by this regulation has been in a revision of Title 2 of the Regulations of General Land Office, dated January 12, 1955. When the revised regulation is published, the substance of the present regulation will be incorporated into the new regulation.



Feb. 1, 1961

MEMORANDUM TO HEADS OF AGENCIES

Disposal of Surplus Real Property to Public Agencies

There are attached copies of Real Property Management Regulation No. 6 of the General Services Administration, requiring notification to public agencies prior to disposal of surplus real property. As will be noted, this Regulation is issued pursuant to a proviso in Public Law 86-626, regarding this subject.

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It is understood that the material covered by this Regulation has been incorporated in a revision of Title 2 of the Regulations of General Services Administration, dated January 14, 1961. When the revised material is received the substance of the attached Regulation will be incorporated in Title 4 of the Administrative Regulations.

This procedure is effective immediately.

Director

Attachments

There are attached copies of two property documents registered in the name of the deceased, one being a leasehold interest in a property in the City of London, and the other being a leasehold interest in a property in the County of Middlesex. The documents are in the name of the deceased and are dated 1911 and 1912 respectively. The documents are in the name of the deceased and are dated 1911 and 1912 respectively. The documents are in the name of the deceased and are dated 1911 and 1912 respectively.

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It is requested that the enclosed be forwarded to the
proper authorities for their consideration and action.
Very respectfully,
[Signature]

This procedure is effective immediately.

GENERAL SERVICES ADMINISTRATION
WASHINGTON 25, D. C.

December 30, 1960

REAL PROPERTY MANAGEMENT REGULATION NO. 6

TO: Heads of Federal Agencies

SUBJECT: Disposals of Surplus Real Property to Public Agencies

1. General. This regulation prescribes methods and procedures for implementing the paragraph, quoted below, contained in those provisions of Title I, of the Independent Offices Appropriation Act of 1961, approved July 12, 1960, Public Law 86-626 (74 Stat. 425,434) which are applicable to GSA:

"In disposing of surplus real estate and buildings a reasonable period of time shall be allowed for local governmental units to perfect a comprehensive and coordinated plan of use and procurement."

House of Representatives Conference Report No. 2063, June 30, 1960, states: "The language proposed by the Senate relative to allowing local governmental units a reasonable period of time in which to perfect a comprehensive and coordinated plan of use and procurement for surplus real estate and buildings is not a direction for the General Services Administration to take just any price for such properties."

2. Purpose. The purpose of this regulation is:
 - a. To provide for notice to be given to eligible public agencies of surplus real property which may be disposed of under the various statutes cited herein and to comply with the appropriation act provision cited above; and
 - b. To allow a reasonable period of time for an eligible public agency to perfect a comprehensive and coordinated plan of use and procurement for surplus real property in which such an agency may be interested.
3. Regulations Affected.
 - a. GSA Reg. 2-IV-203.01 with respect to notices to the Secretary of Health, Education, and Welfare;
 - b. GSA Reg. 2-V-405.01 with respect to notices to States and State entities of the availability of surplus power transmission lines;
 - c. GSA Reg. 2-V-405.02 with respect to notices to the appropriate

State officials of the availability of surplus airport property; and

d. GSA Reg. 2-V-405.03 with respect to notices to the appropriate State officials of the availability of surplus property for use as a public park, recreation area, or historic monument site.

4. Scope. This is an interim regulation pending formal amendment of the applicable provisions of the Regulations of the General Services Administration, Title 2, Real Property Management, and is hereby prescribed for observance by executive agencies, prior to any public advertising, negotiations, or other disposal actions with regard to surplus real property which, in the opinion of the disposal agency, is available for disposal under the statutes cited below. This regulation shall not apply, however, to surplus real property if the determination of such property as surplus is conditioned upon disposal limitations, including requests of the holding agency for reimbursement, which would be inconsistent with disposal under said statutes.

<u>Statute</u>	<u>Type of Property</u>	<u>Eligible Public Agency</u>
50 U.S.C. App. 1622(h). Disposals for public parks, public recreation areas, or historic monuments.	Any surplus real property, including improvements and equipment located thereon, exclusive of (1) minerals having a commercial value separate and apart from the surface; (2) improvements without land; (3) property subject to disposal as a shrine, memorial, or for religious purposes under the provisions of GSA Reg. 2-V-405.05; (4) property suitable for disposal for public airport purposes under the provisions of 50 U.S.C. App. 1622(g); and (5) property the highest and best use of which is determined to be industrial and which shall be so classified for disposal. This statute does not authorize the disposal, for historic monument purposes, of property acquired at any time subsequent to January 1, 1900.	Any State, political subdivision, instrumentalities thereof or municipality; Commonwealth of Puerto Rico and the Virgin Islands.

<u>Statute</u>	<u>Type of Property</u>	<u>Eligible Public Agency</u>
40 U.S.C. 484 (k)(1)(A). Disposals for schools, classrooms, or other educational purposes.	Any surplus real property including buildings, fixtures, and equipment situated thereon, exclusive of minerals having a commercial value separate and apart from the surface.	States and their political subdivisions and instrumentalities, and tax-supported educational institutions; District of Columbia; Commonwealth of Puerto Rico; and the Virgin Islands.
40 U.S.C. 484 (k)(1)(B). Disposals for public health purposes including research.	Any surplus real property, including buildings, fixtures, and equipment situated thereon, exclusive of minerals having a commercial value separate and apart from the surface.	States and their political subdivisions and instrumentalities, and tax-supported medical institutions; District of Columbia; Commonwealth of Puerto Rico; and the Virgin Islands.
50 U.S.C. App. 1622(g). Disposals for public airport purposes.	Any surplus real or personal property, exclusive of (1) property subject to disposal as a shrine, memorial, or for religious purposes under the provisions of GSA Reg. 2-V-405.05; (2) property subject to disposal as a historic monument site under the provisions of GSA Reg. 2-V-405.03; and (3) property the highest and the best use of which is determined by the disposal agency to be industrial and which shall be so classified for disposal.	Any State, political subdivision, municipality or tax-supported institution; Commonwealth of Puerto Rico; and the Virgin Islands.
16 U.S.C. 667 b-d. Disposals for wildlife conservation purposes.	Any surplus real property (with or without improvements) that can be utilized for wildlife conservation purposes other than migratory birds, exclusive of oil, gas, and mineral rights.	The agency of the State exercising the administration of the wildlife resources of the State.

<u>Statute</u>	<u>Type of Property</u>	<u>Eligible Public Agency</u>
23 U.S.C. 107 and 317. Disposals for Federal aid and other highways.	Any real property or interests therein determined by the Secretary of Commerce to be reasonably necessary for the right-of-way of a Federal aid or other highway (including control of access thereto from adjoining lands) or as a source of material for the construction or maintenance of any such highway adjacent to such real property or interest therein exclusive of minerals having a commercial value separate and apart from the surface.	State wherein the property is situated (or such political subdivision of the State as its law may provide), including the District of Columbia and Commonwealth of Puerto Rico.
40 U.S.C. 345b. Disposals for authorized widening of public highways, streets, or alleys.	Such interest in surplus real property as the head of the disposal agency determines will not be adverse to the interests of the United States, exclusive of (1) minerals having a commercial value separate and apart from the surface, and (2) property subject to disposal for Federal aid and other highways under the provisions of 23 U.S.C. 107 and 317.	State or political subdivision of a State.
50 U.S.C. App. 1622(d). Disposals of power transmission lines needful for or adaptable to the requirements of a public power project.	Any surplus power transmission line and the right of way acquired for its construction.	Any State or political subdivision thereof or any State agency or instrumentality.
40 U.S.C. 484 (e)(3)(H). Disposals by negotiations.	Any surplus real property including related personal property.	Any State, political subdivision thereof, or tax-supported agency therein, Commonwealth of Puerto Rico and the Virgin Islands.

<u>Statute</u>	<u>Type of Property</u>	<u>Eligible Public Agency</u>
40 U.S.C. 122. Transfer of jurisdiction over properties within the District of Columbia for administration and maintenance under conditions to be agreed upon.	Any surplus real property.	District of Columbia.

5. Notice to Eligible Public Agencies.

- a. Whenever real property (including buildings without the land) and related personal property are determined to be surplus under the Federal Property and Administrative Services Act of 1949, notice shall be given by registered mail by the disposal agency designated pursuant to GSA Reg. 2-V-201.00 to the public agencies eligible to acquire the property or an interest therein under the statutes cited above. The notice shall be prepared following the sample shown in Attachment A, and shall be mailed immediately upon the determination of surplus.
 - (1) Where the property is located in a State, the notice shall be given to the governor of the State, to the county clerk or other appropriate official of the county in which the property is located, and to the mayor or other appropriate official of the city or town in which the property is located.
 - (2) Where the property is located in the District of Columbia the notice shall be given to the President of the Board of Commissioners.
 - (3) Where the property is located in the Virgin Islands, the notice shall be given to the Governor of the Virgin Islands.
 - (4) Where the property is located in the Commonwealth of Puerto Rico, the notice shall be given to the Governor of the Commonwealth of Puerto Rico.
- b. A notice, prepared following the sample shown in Attachment B, shall be posted in the post office which serves the area in which the property is located and other prominent places such as the state capitol building, county building, court house, town hall or city hall. The notice to be posted in the post office in the area shall be mailed to the postmaster. The notice to be posted in other prominent places shall be enclosed with each notice given pursuant to paragraph a., above.
- c. A copy of such notice given pursuant to paragraph a., above, shall be sent to the regional office of the Department of Health, Education,

and Welfare; Federal Aviation Agency; Bureau of Public Roads; National Park Service; and Fish and Wildlife Service which serves the area in which the property is located.

6. Response of Public Agencies. An eligible public agency desiring to perfect a comprehensive and coordinated plan of use and procurement for the surplus property shall be required to inform the disposal agency, in writing, during a period of fifteen (15) days following the date of the notice given pursuant to paragraph 5., above, of its intention to perfect and submit such a plan.

a. If the disposal agency is not informed within this fifteen (15) day period of the intention of a public agency to submit a plan, it shall be assumed that no public agency desires to acquire the property.

b. The response of the public agency must:

(1) Disclose the contemplated use of the property;

(2) Contain a citation of the applicable statute or statutes under which the public agency desires to procure the property;

(3) Disclose the nature of the interest, if an interest less than the fee is contemplated;

(4) State the length of time required to perfect and submit a comprehensive and coordinated plan of use and procurement for the property (where a payment to the Government is required under the statute or statutes, include a statement as to whether funds are available and, if not, the period of time required to obtain funds); and

(5) Give the reason for the time required to perfect and submit a plan.

7. Review of Response of Public Agencies. The disposal agency shall promptly review each statement of intention received in response to the notice given pursuant to paragraph 5., above, and based upon the facts and circumstances involved, including the potential suitability of the property for the use proposed, shall determine what constitutes a reasonable period of time to allow the public agency to perfect and submit a comprehensive and coordinated plan of use and procurement for the property. Such review and determination shall be coordinated with the regional office of the interested Federal agency, listed below, that serves the area in which the property is located.

a. National Park Service, Department of the Interior;

b. Department of Health, Education, and Welfare;

- c. Federal Aviation Agency;
- d. Fish and Wildlife Service, Department of the Interior; or
- e. Bureau of Public Roads, Department of Commerce.

When a determination has been made as to what constitutes a reasonable period of time to submit a comprehensive and coordinated plan of use and procurement, the public agency shall be so notified. The public agency shall be advised of the information required in connection with its application for the property and shall be requested to provide such information with its plan.

8. Action on Plan of Use and Application. Upon receipt of the comprehensive and coordinated plan of use and procurement for the property from the public agency, it shall be considered and acted upon in accordance with the applicable provisions of the Regulations of the General Services Administration, Title 2, Real Property Management.



FRANKLIN FLOETE
Administrator

Attachments

APPENDIX A

SAMPLE NOTICE FOR MAILING

August 3, 1960

Honorable LeRoy Collins
Governor of Florida
Tallahassee, Florida

Dear Governor Collins:

The former Immokalee Army Airfield in Collier County, Florida, has been determined to be surplus Government property. The Airfield consists of 1,333.65 acres of fee land and a 5.968 acre drainage ditch easement together with installed landing strips, taxiways, walks, roads, parking area, electrical system and fencing.

This property is surplus property available for disposal pursuant to the provisions of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 471 et seq.) and applicable regulations. Under Public Law 86-626, approved July 12, 1960, public agencies are allowed a reasonable period of time in which to perfect a comprehensive and coordinated plan of use and procurement for surplus real estate and buildings. Disposal of this property or portions thereof may be made to public agencies for the public uses checked below under and subject to the conditions provided in statutes cited and applicable regulations:

<u>Statute</u>	<u>Type of Disposal</u>
☒ 50 U.S.C. App. 1622(h)	Public park, recreational area, or historic monument.
☒ 40 U.S.C. 484 (k)(1)(A)	Schools, classrooms, or other educational purposes.
☒ 40 U.S.C. 484 (k)(1)(B)	Protection of public health, including research.
☒ 50 U.S.C. App. 1622(g)	Public airport.
☐ 16 U.S.C. 667 b-d	Wildlife conservation.
☒ 23 U.S.C. 107 and 317	Federal aid and certain other highways.
☐ 40 U.S.C. 345b	Widening of public highways, streets or alleys.
☐ 50 U.S.C. App. 1622(d)	Power transmission lines needful for or adaptable to the requirements of a public power project.

Honorable LeRoy Collins

Statute

Type of Disposal



40 U.S.C. 484
(e)(3)(H)

Negotiated sales to public bodies for use
for public purposes generally.

If the State of Florida desires to perfect a comprehensive and coordinated plan of use and procurement for this property, notice thereof in writing must be filed with the General Services Administration, Public Buildings Service, Peachtree-Seventh Building, 50 Seventh Street N.E., Atlanta 23, Georgia, before 9:00 AM Eastern Standard Time, Friday, August 19, 1960. Such notice shall:

1. Disclose the contemplated use of the property;
2. Contain a citation of the applicable statute or statutes under which the State desires to procure the property;
3. Disclose the nature of the interest if an interest less than fee to the property is contemplated;
4. State the length of time required to perfect and submit a comprehensive and coordinated plan of use and procurement for the property (where a payment to the Government is required under the statute, include a statement as to whether funds are available and, if not, the period required to obtain funds); and
5. Give the reason for the time required to perfect and submit a plan.

Upon receipt of such written notice, the State of Florida will be promptly informed concerning the period of time that will be allowed the State to perfect a comprehensive and coordinated plan of use and procurement for the property which will be the basis for subsequent determination that any disposal under such proposed plan of use would not be inconsistent with the statute and regulations issued pursuant thereto.

In order to insure that all interested parties are informed of the availability of the property, please post the attached notice in an appropriate conspicuous place.

Sincerely yours,

APPENDIX B

SAMPLE NOTICE FOR POSTING

NOTICE OF SURPLUS DETERMINATION - GOVERNMENT PROPERTY

August 3, 1960

Immokalee Army Airfield
Collier County, Florida

Notice is hereby given that the former Immokalee Army Airfield in Collier County, Florida, has been determined to be surplus Government property. The Airfield consists of 1,333.65 acres of fee land and a 5.968 acre drainage ditch easement together with installed landing strips, taxiways, walks, roads, parking area, electrical system and fencing.

This property is surplus property available for disposal pursuant to the provisions of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 471 et seq.) and applicable regulations. Under Public Law 86-626, approved July 12, 1960, public agencies are allowed a reasonable period of time in which to perfect a comprehensive and coordinated plan of use and procurement for surplus real estate and buildings. Disposal of this property or portions thereof may be made to public agencies for the public uses checked below under and subject to the conditions provided in statutes cited and applicable regulations:

<u>Statute</u>	<u>Type of Disposal</u>
☒ 50 U.S.C. App. 1622(h)	Public park, recreational area, or historic monument.
☒ 40 U.S.C. 484 (k)(1)(A)	Schools, classrooms, or other educational purposes.
☒ 40 U.S.C. 484 (k)(1)(B)	Protection of public health, including research.
☒ 50 U.S.C. App. 1622(g)	Public airport.
☐ 16 U.S.C. 667 b-d	Wildlife conservation.
☒ 23 U.S.C. 107 and 317	Federal aid and certain other highways.
☐ 40 U.S.C. 345b	Widening of public highways, streets or alleys.
☐ 50 U.S.C. App. 1622(d)	Power transmission lines needful for or adaptable to the requirements of a public power project.
☒ 40 U.S.C. 484 (e)(3)(H)	Negotiated sales to public bodies for use for public purposes generally.

If any public agency desires to perfect a comprehensive and coordinated plan of use and procurement for this property, notice thereof in writing must be filed with the General Services Administration, Public Buildings Service, Peachtree-Seventh Building, 50 Seventh Street, N. E., Atlanta 23, Georgia, before 9:00 AM Eastern Standard Time, Friday, August 19, 1960. Such notice shall:

1. Disclose the contemplated use of the property;
2. Contain a citation of the applicable statute or statutes under which the public agency desires to procure the property;
3. Disclose the nature of the interest if an interest less than fee to the property is contemplated;
4. State the length of time required to perfect and submit a comprehensive and coordinated plan of use and procurement for the property (where a payment to the Government is required under the statute, include a statement as to whether funds are available and, if not, the period required to obtain funds); and
5. Give the reason for the time required to perfect and submit a plan.

Upon receipt of such written notice, the public agency will be promptly informed concerning the period of time that will be allowed to perfect a comprehensive and coordinated plan of use and procurement for the property which will be the basis for subsequent determination that any disposal under such proposed plan of use would not be inconsistent with the statute and regulations issued pursuant thereto.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

APR 6 - 1961

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Report on Waste Water Disposal Practices

There is attached a copy of GSA Circular No. 232, dated March 14, 1961, which requires reports necessary for the compilation of an inventory of waste water disposal practices at Federal installations, both owned and leased.

The actual contents of the reports will be analyzed by U. S. Public Health Service; however, the General Services Administration will assist in compiling the inventory, and in coordinating it with inventories of real property owned by and/or leased to the Government. The Real Estate Division of this Office will review Agency reports with respect to coordinating them with the other inventories. It is anticipated that following compilation of the report, questions will arise about correction of pollution problems, and it is contemplated that these will be handled directly between the Public Health Service and the reporting agency.

Answers to technical questions concerning the means and methods of compiling the report will be made by Public Health Service upon application to the Real Estate Division. Agency questions should be grouped in order to avoid multiple and frequent contacts.

Circular No. 232 is largely self-explanatory; however, your attention is called to the following:

1. Exception to Reporting - The exception indicated for office space occupied under lease refers to installations where the predominant usage of the particular premises is for an office, even though an additional usage may have been indicated on the GSA Form 1166A. This means that all other leased premises, i.e. those not indicated as predominantly used for offices on the GSA Forms 1166A submitted as of June 30, 1960, must be reported.
2. Reporting Agency - Paragraph Number 3 of the Circular refers to GSA Reg. 2-XI-201.01 and 2-XI-202.01 which is a codification of GSA Circular No. 80, Revision No. 3. Chapter XI to the GSA Regulation has not been distributed in the Department; however, the definition therein of the Reporting Agency and that in GSA Circular No. 80, Revision No. 3, are the same.



UNIT TO BUREAU OF DEPARTMENT AGENTS

RE: [illegible]

There is attached a copy of GSA Circular No. 232, dated March 14, 1961, which contains instructions regarding the use of the space provided for office space.

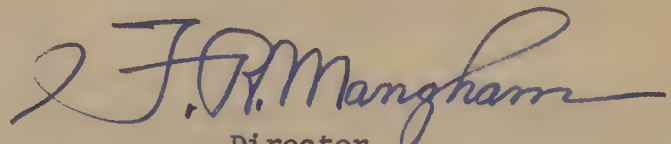
Contents of the reports will be analyzed by U. S. Public Health Service, and in coordinating it with inventories of the office with review Agency reports with respect to coordination with the other inventories. It is anticipated that follow-up of the report, questions will arise about correction of the report, and it is anticipated that there will be needed between the Public Health Service and the reporting agency.

It is requested that you advise the Public Health Service of any changes in the space provided for office space.

Circular No. 232 is being called to the following:

1. Exception to reporting - The exception indicated for office space occupied under lease refers to installations where the predominant use of the particular premises is for an office, even though an additional use may have been indicated on the GSA Form 118A. This means that all other leased premises, i.e. those not indicated as predominantly used for offices on the GSA Form 118A submitted as exceptions to reporting.
2. Reporting Agency - Paragraph Number 3 of the Circular refers to GSA Reg. 2-41-201.01 and 2-41-202.01 which is a codification of GSA Circular No. 30, Revision No. 3. Chapter 41 to the GSA Regulation has not been distributed in the Department; however, the definition therein of the Reporting Agency and that in GSA Circular No. 30, Revision No. 3, are the same.

3. Block 1 on GSA Form 1166C, Agency Control Number - The agency initial and a number should be used, for example ARS-1.]
4. Block 3 on GSA Form 1166C, GSA Control Number - It is noted that the GSA Control Number as assigned to reports on GSA Forms 1166 or 1166A is required to be inserted in Block No. 3. In the case of installations being reported for the first time, enter "NEW". However, it will not be necessary for the same Agency Control Number as shown on the GSA Forms 1166 or 1166A to be shown under Block 1.
5. Block 18 on GSA Form 1166C, Estimated Industrial Waste - Discharge Per Day - The presence of solid waste is to be indicated by the letter "S" but the amount is not to be recorded.
6. Number of Copies of GSA Form 1166C - If the reporting agency retains a copy of each report in its Washington Office, an original and two copies will be adequate; however, if the Reporting Agency does not retain a copy in Washington, an original and 3 copies shall be submitted to the Real Estate Division.
7. Number of Copies of GSA Form 1209C - An original and 3 copies shall be submitted with the GSA Forms 1166C.
8. Date Reports Required - All reports shall be received in the Real Estate Division on or before June 30, 1961.
9. Forms - Forms are available in the Real Estate Division.


Director

Attachment

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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

OFFICE OF PLANT AND OPERATIONS

May 3, 1961

To: All Employees of the Office of Plant and Operations

From: F. R. Mangham, Director

Subject: U. S. Savings Bond Program - 1961

F. R. Mangham

The annual Payroll Savings Bond Program was announced in Secretary's Memorandum dated March 27, 1961. During May, every employee is encouraged to join the payroll deduction plan for the purchase of Savings Bonds. Those employees already using this plan may consider increasing their rate of purchase.

More than half of Plant and Operations employees are now taking advantage of saving through regular payroll deductions. Purchasing Savings Bonds through this plan is an easy and painless way of saving money for future needs. Notable, too, is the thought of every one of us to help our country meet its many obligations.

Keymen designated below are available to assist you in their respective units. Your keyman has authorization cards for new deductions, and change cards for persons desiring to increase their deductions.

Chairman - Richard L. Andrews, Administrative Services Division
Co-Chairman - James L. Judd, Service Operations Division

Keymen

Division or Section

Josephine M. Laboda	Office of the Director
Frederick L. Orton	Procurement and Property Management Div.
Mackey W. White	Real Estate Division
Hugh W. Berger	Administrative Services Division
Emily E. Gage	Work Planning and Control Section
Alfred T. Brokenborough	Post Office Section
Sarah E. Elliott	Telegraph Section
Mary A. Barton	Telephone Section
Henry F. Jones	Central Supply Section
Lessie A. Burgess	Reproduction Section
India J. Clayton	Reproduction Section
Leona D. Farrow	Reproduction Section
Ruth V. Fletcher	Reproduction Section
Marvin Gallum	Reproduction Section
James E. Gamble	Reproduction Section
Aaron J. Hunter	Reproduction Section
Charles R. Larmer	Reproduction Section
Miriam K. Tibbs	Reproduction Section
Revella J. White	Reproduction Section



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE DIRECTOR

Subject: U. S. Savings Bond Program - 1961

Subject: U. S. Savings Bond Program - 1961

Using this plan may consider increasing their rate of purchase.

More than half of plant and operations employees are now taking advantage of

Keymen assigned below are available to assist you in their respective units. Your keyman has authorization cards for new deductions, and check cards for persons desiring to increase their deductions.

Chairman - Richard L. Andrews, Administrative Services Division

Office of the Director

Real Estate Division
Administrative Services Division
Production and Control Section

Telephone Section
General Supply Section
Reproduction Section

Reproduction Section
Reproduction Section
Reproduction Section

Reproduction Section
Reproduction Section
Reproduction Section

Reproduction Section
Reproduction Section
Reproduction Section

Reproduction Section

Josephine M. Pasoda

Wesley W. White

John W. Berger

John W. Berger

Henry E. Jones

Leslie A. Burgess

John W. Berger

John W. Berger

John W. Berger

Marvin Gallin

John W. Berger

Arthur J. Hunter

Charles R. Larnier

Revelle J. White

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Plant and Operations
Washington 25, D. C.

August 1, 1961

MEMORANDUM TO EMPLOYEES IN THE EAST AND WEST WINGS
OF THE AGRICULTURE ADMINISTRATION BUILDING

Air Conditioning East and West Wings
Administration Building, USDA

In our memorandum to you on March 7, 1961, the target date for completion of the new air conditioning system was established for approximately September 1, 1961.

The contractor is currently testing parts of the system; however, prior to September 1, this testing will generally involve fans and other equipment and no cooling will be provided. From September 1 to approximately October 1, 1961, the equipment will still be under test, including provision of cooling, but it will be necessary to shut it down from time to time to make adjustments and modifications. Nevertheless, the General Services Administration and the contractor, the Grimberg Company, Inc., have assured us that they will do everything possible to give us the benefit of as much cooling as possible.

The systems in the two wings can be operated independently. Therefore, if the construction in one wing is completed before that in the other, you may be assured that the cooling will be placed in operation as soon as it can be made ready and acceptable.

We thank you for your splendid cooperation during this trying period. We will continue to do our best to both speed the completion of the job and hold the disruptions to the minimum.


F. R. Mangham
Director

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

OFFICE OF PLANS AND OPERATIONS

August 1 1962

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Reference is made to my memorandum of May 3, 1962, regarding the first phase plans for the development of the Federal Telecommunications System by the General Services Administration.

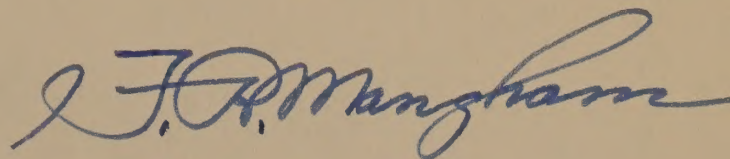
In this connection, the following excerpts of a recent communication from the General Services Administration are quoted for your information and guidance:

"The switchboard consolidation program is being vigorously pursued as the basic method of incorporating the communications requirements of the agencies into the system. Where complete switchboard consolidation is not immediately technically feasible, individual agency switchboards will gain access to the FTS through tie lines interconnecting them to the GSA FTS switchboard. In such cases, it is necessary for the GSA tie-line order to be matched by an order on the part of the individual agency office to the local telephone company for the terminating equipment associated with the switchboard of that agency. The costs incurred for such tie line terminations will be reimbursed by GSA.

"The metropolitan areas involved at this time are those outlined in the Phase I list attachment to our April 9th letter, with the exception of Hartford, Albuquerque, Syracuse, Providence, and Salt Lake City which are not currently affected. The tie line requirements for the remaining forty two metropolitan areas are currently in the process of being engineered and ordered."

The GSA regional offices are already undertaking the contact with the local agency offices involved to coordinate and arrange for their matching termination orders. It will be most helpful, therefore, if you would advise your field offices of this possible requirement in order to expedite the necessary local actions when they are contacted. This advice may be limited to those offices which have switchboard facilities under their jurisdiction in the forty two metropolitan areas referred to.

Any questions concerning this memorandum may be directed to Mr. Fred A. Hoyland, Chief, Service Operations Division of this Office, Extension 6867.



F. R. Mangham

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D.C.

February 25 1963

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Honor Awards Ceremony

I am pleased to announce that the Department's Seventeenth Annual Honor Awards Ceremony will be held at 10:30 a.m. on Friday, May 17, 1963, at the Sylvan Theatre on the Washington Monument Grounds. At that time, employees selected to receive the Department's Distinguished and Superior Service Awards will be honored. Employees in the Washington area who have completed forty or more years of Federal Service as of May 15, 1963, will also be recognized.

The membership of the 1963 Distinguished and Superior Service Award Committees, appointed to review agency nominations in March, is as follows:

Distinguished Service Awards Committee

Willard W. Cochrane, Director, Agricultural Economics, Chairman

William D. Carey, Executive Assistant Director, Bureau of the Budget

Novice G. Fawcett, President, Ohio State University, Columbus, Ohio

Dan H. Fenn, Jr., Staff Assistant to the President, The White House

Warren B. Irons, Executive Director, Civil Service Commission

James M. Mitchell, Director, Conference Program on Public Affairs, The Brookings Institution

Carl B. Barnes, Director of Personnel

J. W. Entwistle, Department Incentive Awards Officer, Executive Secretary

PERSONNEL 2

